

DRAFT ** Job Posting ** WITH REDACTIONS

TOWN OF STAFFORD

DIRECTOR OF RECREATION

Department: Community / Senior Center

Location: Staffordville School, Schwanda Road, Staffordville, CT

Bargaining Unit: AFSCME Local 818.55

Salary Range: \$XX,000 to \$XX,000 commensurate with education and experience

Posting Date: January XX, 2025

General Statement of Duties

The **Director of Recreation** is primarily responsible for planning, organizing, coordinating, supervising, and evaluating programs, services, staffing, equipment, and infrastructure of **the Recreation Department, Community Center and Senior Center**. Evaluates **Recreation Programming** needs and formulates short-term and long-range plans to meet needs in all areas of responsibility, *such as programming offerings, facility needs, grant application strategy, overall recreation strategy, fee structure, volunteer risk management*. Advises the **First Selectman** regularly of findings and makes recommendations for improvement and problem resolution. Supervises **any staff consultants and contractors delivering programming services**.

Supervision Received

Works under the direction of the **Stafford First Selectman**.

Typical Duties

Offer Recreation Programming for residents of all ages; manage the curriculum for age-appropriate activities and staff with appropriate instructors; operate the delivery of such programming including registration, fee collection, equipment and facility provisioning; partner with existing organizations to maximize effectiveness of related activities; manage the use of the Staffordville Recreation Center and Buckley Highway Senior and Community Centers; plan and deliver the summer recreation camp activities at Staffordville Lake; research and apply for state, federal and private grant funding to support recreation activities; contribute to the strategic plan for maintaining current and growing future recreation opportunities; advertise and communicate all programs using the town website, email newsletters & physical brochures, social media and other forms of communication.

Essential Functions

- Takes personal responsibility to provide exceptional customer service, promote and maintain a positive Town image, constructive working environment, and fosters pride and professionalism in the workplace and community
- Plan, research, organize, and execute Town's recreational programs and services including but not limited to youth and adult athletic leagues, instructional programs, senior & community center activities, summer camps, special events, volunteer and community programs
- Implement new recreational programming ideas, events, programs, and services based on community feedback and needs
- Create a marketing strategy, design promotional materials, and execute advertising plan to bolster community interest and awareness, and promote participation, and growth, in Recreation Department activities
- Design, develop, and maintain Department's digital presence and online strategies including, but not limited to social media, email marketing, Recreation Department website
- Maintain consistent and effective communication with a variety of individuals related to the successful operation of recreational programs including, but not limited to: Town staff, community members, civic organizations, and program participants

- Perform appropriate public relations duties including, but not limited to responding to complaints, handling league disciplinary decisions and rule enforcement, and creating program policy and guidelines including risk management
- Prepare and manage annual budget for recreation department operations by approving purchases of supplies, equipment, and other operating inventory. Develop and execute funding strategies for programs and improvements
- Coordinate facilities and programs with Department staff and other agencies and organizations; serve as a liaison between Department and Town boards, commissions, and committees
- Oversee and monitor contracts and insurance agreements for recreation programs
- Develop and execute funding strategies for programs and improvements. Direct and oversee proper fund collection for all programs and activities
- Work with appropriate Town staff and liaisons to develop short-term and long-range planning for a comprehensive community recreation program, proposed long term capital improvement, and development of facilities, equipment, and programs
- Monitor and evaluate ongoing programming and assess community interest and needs regarding future recreational opportunities available
- Perform technical duties associated with program activities and maintain knowledge of latest technology and applications
- Serves as the staff liaison to the Recreation Commission
- FUTURE: Supervises directly or through subordinate supervisors Recreation department employees; establishes and enforces rules and regulations; recommends the promotion, discipline, and dismissal of employees, and prepares and/or signs off on performance evaluations

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the candidate will need to demonstrate the following:

- Thorough knowledge of the principles and practices of recreation programming, municipal recreation administration, and parks maintenance.
- Knowledge of arts, crafts, aquatics, and other sports and social activities as are usual in a public recreation program.
- Demonstrate good customer service skills with the ability to problem solve
- Knowledge of and ability to coordinate the operation and the maintenance of indoor and outdoor facilities. Knowledge of health and safety practices and procedures at facilities including risk management.
- Implementing and evaluating programs and activities
- Knowledge of social trends and indicators and their impact on recreational policy.
- Ability to develop short-term and long-range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities.
- Preparing promotional materials; preparing reports and giving presentations
- Ability to prepare and present statistical and narrative reports in oral and written form.
- Ability to prepare and administer an annual operating budget and manage within fee schedules authorized.
- Ability to prepare grant applications to secure funding from state, federal and private sources.
- Interpersonal, verbal, and written communication for interaction with taxpayers, town employees, other government officials, the media, and the public
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public.
- Ability to maintain confidential records and information.

Required Qualifications

- Bachelor's Degree in recreation administration, physical education, leisure services, or related field
- Minimum of three (3) years' experience in professional recreation administration
- Minimum of three (3) years' supervisory experience
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position

Physical Requirements

Must be able to sit at a desk, stand or move within the building and facilities, and work continuously for extended periods of time; physically inspect and supervise operation, construction and maintenance of specialized recreation facilities. Periodic lifting of materials and equipment; may be occasionally required to move and/or lift up to XXXXXXXX (XX) pounds.

The applicant will be required to successfully complete pre-employment drug testing and applicable background and criminal investigation.

Work Schedule and Benefits

This is a full-time XXXXX (XX) hour per week position, generally Monday through Friday XX:00am to XX:30pm, with a flexible schedule based on the needs of the department and varied nature of the work. This position occasionally requires work beyond the regular schedule including evening, weekend and holiday work as job duties demand. This position is eligible for full benefits which currently include health/dental/vision/life insurance, 457b defined contribution retirement plan with match, and generous paid time off.

This information is intended only as an illustration of the various types of work that may be performed in this position and must not be construed to be a complete inventory of the position's duties, responsibilities, and qualifications or as an employment contract.

Qualified applicants should submit a resume, three letters of professional reference and an application to the Town of Stafford, Attn: Human Resources, 1 Main St, Stafford Springs, CT 06076 or via email at HR@staffordct.org. The Town of Stafford employment application can be found at www.staffordct.org under Departments, Human Resources.

The Town of Stafford is an Equal Opportunity Employer