


JOB DESCRIPTION

Director of Recreation

Date of Last Revision: January 2021

 W E S T E R L Y Rhode Island	DEPARTMENT	Recreation		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt; Full Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, the Director of Recreation is responsible for overseeing the operations of the Recreation Department. This position is also responsible for providing administrative and operational support to the Westerly Recreation Board and assisting in the development and maintenance of the recreational complexes.

ESSENTIAL JOB FUNCTIONS

- Guides and directs a staff of support personnel, including making selection and disciplinary decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
- Oversees annual departmental budget development and compliance, including planning and administration, and actively participates in long-range budget analysis.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Serves as the principal advisor to the Town Manager, Town Council and other city officials regarding recreational activities and confers as appropriate regarding policies, programs and activities.
- Plans, organizes, and provides effective leadership in managing a broad scope of recreational programs and operations for the Town, such as summer concert music series. Researches and implements new programs that will benefit the Town.
- Interacts with the public daily and provides a resolution to their issues and concerns.
- Develops and implements year-round programming by meeting with members of the community to generate programming.
- Writes grants to secure funding for programs.
- Works with other Town departments to address field maintenance issues.
- Interacts with and addresses the public's concerns and answer questions regarding recreation programs.
- Instructs staff on policy matters, safety standards, departmental standards and the methods and procedures to be followed.
- Handles all administrative responsibilities of the Recreation Board.
- Meets with the public and league representatives to assist in league administrations.
- Collects and reports on data regarding all operational programs.
- Maintains social media presence on a variety of platforms informing and educating users on the Town's recreation program.

ADDITIONAL JOB FUNCTIONS

- Maintains professional memberships and continues training in organizations promoting continued education in recreation which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies. Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

KNOWLEDGE of:

- Principle, practices, laws, town ordinances, regulations and procedures as they pertain to recreation.
- Town codes and ordinances as they pertain to recreation.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- To be on call during non-working hours and available to work weekends when necessary.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Understand and apply management principles concerning budgeting, personnel costs, and overtime expenses while providing all necessary and proper recreational activities to the public.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Function in a sometimes fast and ambiguous environment.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Recreation Administration, Leisure Management, or related field.
- Minimum of five (5) years of experience in planning and coordinating community recreation programs with year-round activities and promoting leisure and recreation services.
- Minimum of three (3) years of progressively responsible supervisory and administrative 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.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Possession of Certification as a Certified Park and Recreation Executive (CPRE) or other comparable professional certification through the National Recreation and Park Association or the ability to obtain one within two (2) years of hire.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Exposure at times to wet and dry conditions, fumes, toxic, or caustic chemicals.

- Exposure to stressful situations as a result of human behavior.

PHYSICAL DEMANDS

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.