



Job Description

Town of Westerly

Job Title:	Director of Recreation								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position 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 Functions:

1. Directs, manages, leads, coordinates and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Interacts with the public on a daily basis and provides a resolution to their issues and concerns.
4. Develops and implements year round programming by meeting with members of the community to generate programming.
5. Researches new programming online to develop programs that will benefit the Town and develop a plan for implementation
6. Oversees and manages Town Beach and related programs and services.
7. Oversees and manages Town-wide and regional recreational programming.
8. Writes grants to secure funding for programs.
9. Works with other Town departments to address field maintenance issues.
10. Interacts with and addresses the public's concerns and answer questions regarding recreation programs.
11. Collects and analyzes data on metrics within the department.
12. Instructs staff on policy matters, safety standards, departmental standards and the methods and procedures to be followed.
13. Handles all administrative responsibilities of the Recreation Board.
14. Addresses issues brought up at meetings.
15. Meets with the public and league representatives to assist in league administrations.
16. Develops yearly capital budget and consults with Board on the operating budget.
17. Collects and reports on data regarding all operational programs.
18. Addresses issues and concerns with town beaches and the playground program.
19. Manages various recreational programs including the summer concert music series.
20. Maintains social media presence on a variety of platforms informing and educating users on the Town's recreation program.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in public recreation administration, leisure management, or related field.

Experience:

Five years of experience in planning and coordinating community recreation programs with year-round activities and facility availability and related experience in promoting leisure and recreation services. Experience must include supervisory or management experience.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Knowledge with the technology necessary to draft, submit and present grants.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Understanding of town ordinances, state laws and regulations governing development services.
- Manage various computer applications including Excel and Word
- Multi-task with a strong emphasis on researching, pursuing and administering grants.

Licenses & Certifications:

Certification as a Certified Park and Recreation Executive (CPRE) or other comparable professional certification through the National Recreation and Park Association is preferred and is required within two years of hire.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand				x
Walk			x	
Sit			x	
Use hands to finger, handle, or touch			x	
Reach above shoulders			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl	x			
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)				x

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds				x	
Up to 25 pounds			X		
Up to 50 pounds			X		
Up to 100 pounds		X			
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		x			
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation			x		
Work in extreme weather conditions			x		
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
	Depth perception		Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.