

Recreation Director Job Description

FLSA Status: Exempt

Position Type: ☐ Part-Time ☒ Full-Time

Reports To: Town Manager

Position Overview

Under the general direction of the Town Manager, and ultimately accountable to the Selectboard, the Recreation Director is responsible for planning, coordinating, and overseeing all recreational programming and activities within the Town. This position ensures the proper maintenance of recreational facilities, works collaboratively with other departments, committees, and community organizations, and serves as a visible and effective leader in promoting community engagement through recreation.

Primary Duties and Responsibilities

Recreation Leadership (80%)

- Manage all Recreation Department staff, operations, and programming.
- Develop and oversee department budget, ensuring timely financial reporting.
- Serve as a liaison between the Town and the public, fostering positive and professional communications.
- Plan, organize, and direct inclusive recreation programs to meet the needs of the Fair Haven community, including but not limited to:
 - Summer Recreation Program
 - Youth Sports Programming
 - Memorial Day Parade
 - Concerts in the Park
 - Fair Haven Fridays
 - Coordination with sponsors for events such as Applefest
 - Additional community events as needed
- Supervise and provide performance feedback to recreation staff and camp counselors.

Communications and Outreach (20%)

- Manage the Town's social media platforms and public communications related to recreation and general town affairs.
- Lead fundraising efforts and cultivate relationships with donors, sponsors, and volunteers.
- Represent the Town through public relations initiatives, including writing press releases, designing brochures, managing email campaigns, and attending community events.

Additional Responsibilities

- Perform all other duties as assigned by the Town Manager.

Required Knowledge, Skills, and Abilities

- Strong understanding of recreation program development and leadership.
- Excellent communication and interpersonal skills.
- Ability to handle emergency situations and resolve problems using sound judgment.
- Basic project management knowledge.
- Demonstrated professionalism and composure in dealing with the public and coworkers.
- Commitment to safety protocols and best practices in recreational settings.

Education and Experience

- High school diploma or equivalent required; Bachelor's degree preferred.
- Minimum of 18 months to 2 years of relevant or transferable experience preferred.
- Prior experience in recreation program management strongly preferred.
- Valid driver's license required.

Tools and Technology

- Proficiency with Microsoft Office Suite or equivalent (Excel, Word, PowerPoint).
- Ability to safely operate lawn mowers, trimmers, and various hand tools.
- Must maintain a valid driver's license and operate municipal vehicles as needed.

Physical and Mental Demands

- Ability to lift and move up to 40 lbs multiple times daily.
- Physical dexterity to operate both manual and power tools safely.
- Ability to remain alert and maintain concentration while operating vehicles and equipment in varied weather and lighting conditions.
- Capacity to switch focus frequently to manage changing priorities.
- Ability to maintain concentration and produce accurate reports and documents in a shared office environment.
- Must be able to manage multiple deadlines and present information clearly to the Selectboard and public.
- Ability to handle high-stress environments with competing priorities.

Work Environment

- Work takes place both indoors (office setting) and outdoors in varying weather conditions.
- Involves interaction with individuals of all ages, including large groups.
- Occasional early morning, evening, and weekend hours required for events and programming.
- Travel within Vermont for training or meetings may be necessary.

Disclaimer

This job description is intended to outline the general scope of responsibilities and is not an exhaustive list of all duties and expectations. The Town reserves the right to modify the role and responsibilities at any time, with or without notice.

Acknowledgment

Employee Acknowledgment

I have read and understand the duties, responsibilities, and expectations of this position.

Employee Signature: _____ Date: _____

Approved By (Town Manager): _____ Date: _____