**TOWN OF RAYMOND**

**RECREATION DIRECTOR**

**NATURE OF WORK:**

This is professional and administrative work in planning, organizing, directing and evaluating the municipal recreation program. The Recreation Director is an administrative salary position requiring a skill set to oversee publicly offered programs, community events and parks and beaches. The employee has considerable contact with the general public.  
  
Employee of this class is responsible for the development, implementation and administration of a comprehensive community recreation program. Work involves coordinating the activities of program staff, scheduling programs and facilities, maintaining program records and preparing reports, and handling program publicity and public relations. Work also involves overseeing the maintenance of all municipal parks and recreation fields. Supervision of seasonal and part-time employees. Work is performed under the general supervision of the Town Manager subject to review through observation, reports and results achieved.

**EXAMPLES OF WORK:** **(Illustrative Only)**

Must be able to work a variable schedule including weekends and evenings

Organizes, schedules, and implements recreational programs and opportunities for various age groups

Registers participants for all programs; collects and accounts for fees

Works cooperatively with department heads to market and promote programs, activities and events

Works with local groups to plan and execute public events

Writes grants as necessary

Builds partnerships with school and local businesses

Maintains the facilities schedule

Oversees the maintenance and upkeep of all municipal parks and recreations fields

Orders supplies and equipment for assigned programs, activities and special events

Compiles annual reports of recreation programs and activities

Hires and supervises staff as needed

Must be able to comply with Town safety guidelines

Performs related work as may be required

**REQUIREMENTS OF WORK:**  
Considerable knowledge of recreation facilities and equipment and their proper use

Ability to coordinate many volunteers

Knowledge of computers and office equipment

Considerable knowledge of cash handling

The ability to work with youth, adults, the general public, volunteers, and members of a variety of organizations

The ability to work independently and be a self-starter

Must have leadership skills and the ability to multitask

Excellent verbal and written communication skills

Ability to establish and maintain effective working relationships with Town officials, employees and general public

Must be able to attain and retain CPR/First Aid Certification within one year of employment

Must be physically fit and not limited to; climbing, lifting, walking, running, balancing, and kneeling etc.

Must hold a valid Maine Driver’s License and be insurable in a normal risk pool

**DESIRABLE EXPERIENCE AND TRAINING:**  
High School graduation or equivalent required. Bachelor’s degree in Recreation Management or the equivalent is preferred. Must be an experienced user of Microsoft Office Products. Requires a high aptitude for problem solving

November 2019