

TOWN OF CHAPLIN DIRECTOR OF RECREATION

JOB DESCRIPTION

GENERAL JOB DESCRIPTION:

This part time job is a town employee position under the jurisdiction of the Board of Selectman and supervised by the Recreation Commission, performing administrative, supervisory and professional work in the planning, development and operation of a comprehensive public recreation program for the community.

DUTIES:

- Plan and manage a comprehensive Town wide recreation program including athletic leagues, instructional programs, and special events; identify and meet the recreational needs of diverse community groups.
- Work with the Recreation Commission to prepare and manage an annual budget for recreation programs, athletic equipment and special events.
- Work with the Recreation Commission to approve purchases of supplies and operating inventory for recreation programs. Seek alternative funding sources for programs and improvements.
- Work with the Town Accountant and Financial Office on the reporting and managing of revenues and expenditures in compliance with accepted town auditing procedures.
- Work with the Recreation Commission to prepare news releases, information and marketing bulletins or other publicity on recreation activities.
- Provide for risk management practices; ensure that all safety rules, regulations and procedures are followed; ensure that employees and volunteers are trained on safety procedures.
- Submit a monthly report to the Selectmen and Recreation Commission, attend regularly scheduled meetings of the Commission, and attend Selectmen meetings upon request

MINIMUM QUALIFICATIONS:

Education and Experience

- Four (4) years of experience in coordinating recreation programs, or related endeavors, or any equivalent combination of education and experience.

Special Requirements

- Must be bondable and hold a valid Connecticut Driver's License required.

Essential Knowledge, Skills and Abilities

- Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports and games; working knowledge of modern office and bookkeeping procedures. Skill in operating a variety of office equipment; PC experience a plus.
- Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work evening shifts and weekends; ability to establish and maintain effective working relationships with other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

TOOLS & EQUIPMENT USED:

- Personal computer, including word processing software, calculator, copy and fax machine, phone, mobile or portable radio, and automobile.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if need be to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee will be frequently required to walk, stand, sit, and talk or hear. The employee will occasionally be required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee will occasionally be required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision capability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations will be made if need be to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally will work near moving mechanical parts or in outside weather conditions. The employee will be occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

THE TOWN OF CHAPLIN IS AN EQUAL OPPORTUNITY EMPLOYER.