

## **Director Summer Recreation Program**

### **JOB SUMMARY**

Facilitates coordination of the Town's Summer Recreation program and oversees the planning, delivery, and evaluation of the annual program. Reports to and works with the Recreation Coordinator in developing the Summer program, scheduling, using and maintaining the facilities, establishing and interpreting policies, and developing short and long range plans.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Recreation Coordinator and the Recreation Commission.

### **SUPERVISION EXERCISED**

Directly supervises counselor staff as well as communication with parents of program participants.

### **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position.)

- Develops, plans, organizes, and implements a broad and diversified program of recreational activities for Summer Recreation Program.
- Works with the Recreation Coordinator to advertise the program and sign-up dates, ensures mission and program policy are known to parents and participants.
- Schedules and coordinates Summer Recreation Program activities calendar, including field trips.
- Chaperones field trips, ensuring the safety of the children.
- Collects employees' time sheets and distributes payroll checks.
- Oversees and assigns work to all Summer Recreation staff.
- Evaluates performance and disciplines staff as necessary.
- Writes Summer Recreation Program newsletter.
- Ensures that individuals utilizing our community parks are doing so in a respectful and safe manner by monitoring their actions and behavior, intervenes if problems arise.
- Models appropriate social behavior; uses appropriate and positive language to communicate with staff and children.
- Communicates effectively with all staff as well as with parents of program participants.
- Prepares final report at end of program to include, but not limited to; suggestions of improvements to better serve the recreation program, inventory of supplies, general summary of program, etc.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of the facilities and equipment needed in a recreation program.

- Knowledge of a wide variety of recreational activities.
- Knowledge of children's behavior as applied to various groups participating in recreational activities.
- Skill in organization and administration.
- Ability to develop and implement effective programs for represented age groups.
- Ability to supervise personnel.
- Ability to communicate effectively orally and in writing.
- Ability to participate in recreation activities.
- Ability to establish and maintain effective working relationships with employees, Town officials, civic organizations, and the public, especially children of all ages and their parents.

#### **MINIMUM QUALIFICATIONS REQUIRED**

- High School diploma, supervisory and administrative experience.
- Knowledge of the Summer Recreation program.
- Youth programming experience a plus; **OR** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, including some supervisory experience, certification in CPR and First Aid or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

#### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as recreation equipment. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.