

TOWN OF BRIDGTON
RECREATION DIRECTOR

POSITION NARRATIVE:

This is professional recreation work involving the administration, supervision, planning and direction of recreation programs and activities.

The employee of this class is responsible for developing and administering comprehensive community, cultural, recreational and other leisure time activities on a year-round basis in addition to coordinating the work of the program staff, handling publicity and public relations, scheduling events, maintaining and processing program records and reports. Work involves achieving program objectives using parks, playgrounds, recreation centers and other locations through the supervision of professional and other personnel assigned to supervise the programs. Supervision is exercised over a large number of seasonal employees both part-time and volunteer personnel. Work is performed under the direct supervision of the Town Manager.

LEVELS OF AUTHORITY AND DECISION MAKING:

ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

SUPERVISION:

This position is supervised by the Town Manager.

EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)

Develops the overall municipal recreation program and prepares rules and regulations governing each activity.

Assures the fundamental principles of recreation are carried out at the league level in which Bridgton youth participate.

Helps select and assign all Department personnel who perform program activities at various recreational facilities.

Evaluates the adequacy of existing physical facilities and develops plans for alteration and expansion of areas.

EXAMPLES OF WORK (continued)

Supervises all recreation personnel; maintains time records on all employees.

Coordinate programs with community recreation activities conducted by private groups.

Maintains activity and attendance reports submitted by field personnel and compiles periodic summary reports of recreation activities.

Prepares budget requests for various programs and events including written review evaluations for each program.

Prepares correspondence and communications pertaining to recreation and meets with social, civic and community groups to explain recreation programs and stimulate public interest.

Schedules both indoor and outdoor recreation facilities and maintains a permanent calendar of each, including the municipal complex and the historic town hall.

Acts as purchaser for program equipment and supplies and is responsible for inventory of the equipment and supplies.

Performs related work as required.

Assures quality of program venues as well as the program itself.

Aids in recreation department fundraising activities (i.e. Grant writing, etc.)

Coordinates holiday recreational activities.

Updates the signboard at the historic town hall as needed.

Assures the beach safety lines, buoys and other equipment is properly installed and removed seasonally.

Select and discharge any personnel as needed upon recommendations and approval by the Town Manager.

REQUIREMENTS OF WORK:

Thorough knowledge of the objectives and principles of public recreation including a thorough understanding of activities which make up a community recreation program on a year round basis and for participants of all ages.

Aids in recreational program support activities, including fund-raising, sponsorships, grant-writing, and developing 'fee-for-participation' schedules and Town scholarship guidelines.

Thorough knowledge of a wide variety of the facilities and equipment needed in a comprehensive recreation program and the proper arrangement of recreation areas.

Considerable knowledge of human behavior as applied to groups or individuals participating in recreational activities (participation, sportsmanship and fun are more important than winning).

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:

Ability to develop and administer a comprehensive recreation program suited to the needs of the community and participants of all ages.

Ability to plan, organize, coordinate and direct the activities and personnel involved in a well-rounded recreation program.

Ability to establish and maintain effective working relationships with the Town Officials, social-civic organizations, and the general public.

Ability to interpret effectively the policies of the department to employees and the public.

Ability to serve as liaison and work with representatives of the School District for recreation purposes.

DESIRABLE EXPERIENCE AND TRAINING:

College level course work and/or experience in recreation, physical education, or a related field of study.

Grant writing and fundraising skills.

NECESSARY SPECIAL REQUIREMENTS:

This position will continue to take on initiatives as assigned and is subject to amendments as needed.