

RECREATION DIRECTOR PART-TIME

The Town of Plainfield is seeking an experienced Part-time Recreation Director who is motivated and self-driven with a history of parks management and municipal recreation. Responsibilities include the overall operation and supervision of the town wide recreation program, senior center and senior transportation. The position is 25 hours per week.

Job Requirements:

- Bachelor's degree parks and recreation, public administration, or related fields
- Five years of parks and/or recreation administration experience, including at least two years in a supervisory capacity
- Municipal experience desired, but not required
- Knowledge of emergency procedures, First Aid and CPR
- Knowledge of the management recreation facilities and equipment
- Experience with events coordination and planning
- Proficient with Microsoft Office applications including Word, Excel and Publisher
- Excellent written and oral communication skills
- Team and management skills
- Driver's license required

Duties:

- Plans, organizes, and implements programs to meet the recreational needs of the community
- Responsible for financial operation of programs
- Responsible for the supervision of all staff related to programs
- Maintains records and documents for state programs and grants
- Prepares and implements annual department budget
- Prepares promotions of programs and activities through distribution of flyers, mailings, personal contacts, including web pages and social media
- Supervises and chaperones specific activities
- Substitutes for staff when needed for different programs
- Maintains the required knowledge and training necessary to fulfill job duties

An employment application is available at www.plainfieldct.org

Send resume and cover letter to Finance Department, Town of Plainfield, 8 Community Ave., Plainfield, CT 06374 or email kvachon@plainfieldct.org before March 29, 2018. Town of Plainfield is an Equal Opportunity Employer.