

**Recreation Director – Full-time
Town of Plainfield**

The Town of Plainfield is seeking to hire a full-time Recreation Director.

Go to <http://www.plainfieldct.org> for an employment application and more information.

Please submit application to Finance Director, Town of Plainfield, 8 Community Avenue, Plainfield, CT 06374 or email kvachon@plainfieldct.org no later than December 14, 2020. The Town of Plainfield is an Equal Opportunity Employer.

Town of Plainfield

8 Community Ave
Plainfield, Connecticut 06354

TITLE: Recreation Director

DEPARTMENT: Recreation

REPORTS TO: First Selectman

SALARY RANGE: \$55,000

Summary of Position:

The Recreation Director is responsible for the overall operation and supervision of the town wide recreation program swimming pool, senior center and senior transportation. This is a non-union position.

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
- Communicates information and referrals for individuals who seek assistance
- 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 and personal contacts Add: including web pages and social media
- Supervises and chaperones specific activities
- Substitutes for staff when needed for different programs
- Maintains the required knowledge and trainings necessary to fulfill job duties
- Works with community resources, schools and organizations for the good of the programs on safety, health, program ideas, enrollment and public relations
- Makes decisions, organizes, problem solves and trouble shoots for the good of the department

Supervision:

The Recreation Director reports directly to the First Selectman and Board of Selectmen

Physical and mental demands:

The physical demands are representative of those that must be met to successfully perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to lift objects to the weight of an average office equipment, or tend to a down collapsed person. Employee is frequently required to walk, sit, talk, hear, and use hands for manipulative actions, tools or controls. Must be able to reach, stoop, kneel, crouch and occasionally run or climb. Must be able to withstand noise levels from quiet office to crowded room. Must be able to see short or long

Town of Plainfield

8 Community Ave
Plainfield, Connecticut 06354

distances. Employee must be able to perform in a job environment that consist of routing office and related equipment, occasional outdoor and classrooms, and field trips.

Core skills:

- Ability to interact and communicate well with the public through personal contact, telephone, mail, email, and all media platforms
- Ability to work independently
- Ability to maintain professional office environment
- Ability to carry out goals and policies of the department
- Ability to multi-task
- Ability to assist in planning programs for the good of the department
- Ability to take initiatives and responsibility

Minimum Training and Experience:

- Bachelor's degree from a recognized college or university in parks and recreation, public administration, or related fields.
- In lieu of degree consideration of years of parks and/or recreation administration experience including at least four years in a supervisory capacity will be considered
- Municipal experience desired, but not required.

Skills:

Knowledge of emergency procedures, and possess First Aid, CPR, and AED certifications

Knowledge of the management and operation of swimming pool, 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 skill

Physical fitness

Team and management skills

Must possess a valid motor vehicle driver's license.

Promote activities:

Promote the programs through an active community relations campaign. Arrange for advertising of programs, as needed, and maintain constant community engagement.