

**Town of Scituate
Position Description**

Position Title: Assistant Recreation Director

Position Duties:

Performs responsible professional and administrative work under the guidance of the Recreation Director in the management and operations of the Scituate Recreation Department. Assists in the planning, implementing, and operation of projects and programs including but not limited to recruitment and appointment of personnel, program development and administration and coordination of all recreations activities and programs.

Supervision:

Appointed by the Town Administrator, supervision is under the Recreation Director. Performs many tasks independently, referring problems to Director when needed or when clarification of town policy is necessary Employee plans and prioritizes work in accordance with standard procedures and previous training and is expected to work independently in carrying out job duties. Employee has access to confidential personnel files.

Position works closely and cooperatively with all community populations with special emphasis on the town's youth. Employee is required to work outside of normal business hours particularly during the summer months.

Job Environment:

Work is generally performed in a moderate noise environment under general office conditions but with frequent interruptions from the general public. Employee will be required to work outside of normal business hours and may be required to work on weekends. Incumbent is expected to process and handle a number of details with accuracy and completeness and is expected to use judgment in selecting the appropriate course of actions.

Operates computer software and equipment, copier and telephone and other standard office equipment.

Has high degree of interaction with general public, coaches, instructors, other town staff, town and school boards and personnel, sports officials, parents, children, business and civic groups. Contacts are in person, through use of the telephone and other communications equipment and writing. Incumbent has access to wide variety of confidential information pertaining to employee records, financial status of attendees and criminal backgrounds records. Errors could result in adverse public relations, loss of funds, injury to participants, reduced level of services.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Works with the Recreation Director in the planning and coordination of over 300 recreational programs on a year-round basis that is culturally, socially, mentally, and physically based.

Along with the Director, responsible for overall departmental operations, including budget preparation, recruitment and supervision of independent contractors, employees and volunteers.

Acts in the absence of the Recreation Director.

Develops, supervises, and plans a variety of recreational programs and activities, which may include other communities. Recommends and implements improvements/changes to programs.

Coordinates registration of programs, leads activities, supervises support staff and works with other town department in the provision of services.

Handles recruitment and selection of seasonal personnel, volunteers, class instructors, officials. Insures all personnel files are properly maintained as well as contractors and vendor accounts. Performs CORI checks. Confirms SORI, first aid and CPR certifications as well as other specialty certifications.

Responsible for orientation and training programs for coaches and instructors on a seasonal basis.

Creates and compiles brochures and registration information. Solicits input on program needs and directs distribution of program information.

Works directly with school officials, (administrators, teachers and custodians) relative to the coordination of town recreational programs.

Serves as back up for computerized departmental databases, filing systems, financial and/or program records. May prepare accounts payable and receivables in absence of clerk along with requisitions and purchase orders.

Handles procurement for large projects such as annual brochure, school bus quotes, equipment and clothing. Prepares all contractual documents.

Suggest grant programs, completes applications and directs administration of grants along with donations and other resources from both public and business organizations.

Performs related duties as required or necessitated as situation dictates.

Recommended Minimum Qualifications:

Education and Experience

Bachelor's Degree in leisure studies, physical education, education or physical therapy preferred. Minimum three (3) years prior experience in municipal, recreational or customer service setting required. Any equivalent combination of education and experience.

Knowledge Skills and Abilities

Familiarity with the principles and practices of recreational management and/or athletic program protocol. Knowledge of the materials, methods, safety precautions and techniques relative to recreational maintenance operations.

Proficiency in current computer hardware and software applications such as Microsoft Office, Excel, Publisher, required. Ability to keep complex records and prepare accurate detailed reports from such records. Proven ability to deal diplomatically with general public, parents, coaches. Ability to supervise youth and non-professional peers and subordinates.

Ability to interact in a positive and effective manner with the public and employees at all levels in the organization. Skill in coordinating various program and projects simultaneously.

Special Requirements

Massachusetts Class D Driver's License

Certification of CPR and First Aid is desired

Ability to be CORI Certified

Biannual Ethics Testing

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hand to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, occasionally lift and/or moves up to 30 pounds. The work requires the physical agility and mental acuity to perform administrative office work. Employee must be able to hear normal sounds, distinguish sound as voice patterns, and communicate regularly with a raised voice to be heard in large and/or noise areas. Normal vision is required for this position. Equipment includes personal computers, office machines, telephone and facsimile.

The description above represents the most significant duties of this position but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the factor degrees assigned.