

Town of Gloucester
Position Description
Recreation Director

Position summary:

Responsibilities include, but are not limited to, administration of the Town of Gloucester's comprehensive recreation program. The Recreation Director is responsible for carrying out the policies and directives of the Gloucester Town Council while ensuring compliance with Federal, State and Town Laws, Regulations and Ordinances. The Recreation Director is appointed by and reports directly to the Town Council.

Principal duties and responsibilities:

1. Plans, promotes, advertises, organizes, and administers (includes cancellation notices due to weather, etc.) public recreation programs, including but not limited to:
 - a. Swim program (primarily the operation of beaches, beach activities, and swim lessons at Town beaches)
 - b. Water testing at Town beaches
 - c. Tennis program for children tennis leagues (men, women, and mixed; and the Gloucester Open)
 - d. Arts and crafts program
 - e. Summer concerts
 - f. July 4 road race
 - g. Issuance of permits for use of fields at Town parks
 - h. Parks and grounds maintenance
 - i. Coordination with: -
 - i. Little League-
 - ii. soccer groups –
 - iii. men's softball group
 - j. Basketball
 - k. Public ice skating
2. Recommends appointments, provides training and supervises staff conducting the various components of the recreation program.
3. Provides staff support to the Town's Recreation Commission in such areas as:
 - a. Planning to meet the recreational needs of the Town.
 - b. Budget preparation.
 - c. Evaluating existing programs.
4. Controls expenditure of appropriated funds.
5. Maintains department records (e.g., department contacts, schedules of use of fields; tennis and basketball courts; etc.)
6. Interprets recreation program to the public, including preparation of flyers, announcements, news briefs, newsletters (minimum of 3 per year), etc.

Other requirements:

1. Must be available full time during the summer.
2. Must attend meetings of the Town Council and the Recreation Commission.

Knowledge, skills and abilities:

1. Knowledge of general office practices and procedures.
2. Ability to follow oral and written instructions and communications.
3. Ability to establish and maintain effective working relationships.
4. Ability to deal politely and effectively with the public.
5. Ability to work independently.

Training and experience:

1. Four year Degree in Recreation and/or Education or related field.
2. Considerable experience working with youth and adult groups preferably in recreation activities.

Other: Position is not eligible for benefits.