

## **JOB TITLE: PARKS & RECREATION DIRECTOR**

**BRIEF JOB DESCRIPTION:** The Parks & Recreation Director is responsible for developing, implementing, and coordinating recreational opportunities for residents of the Town of Stratham. The Director also oversees the maintenance of all town recreational facilities to include but not necessarily limited to Stratham Hill Park, and Stevens Park as well as their adjacent properties. The Director also facilitates and implements all actions of the Recreation Commission.

**SUPERVISION:** Works under the general supervision of the Town Administrator. Performs duties with a great degree of independence, exercising judgment and excellent interpersonal communication skills in working with the public and Town staff. Responsive to the Stratham Recreation Commission while functioning as their technical advisor.

**SUPERVISION EXERCISED:** The Director will supervise a Park Ranger, seasonal and temporary employees, and volunteers as required for programs, including coordination of summer camp activities. Responsible for employee recruitment, training, evaluation, and discipline that is subject to review and approval of the Board of Selectmen. May supervise clerical staff, interns, and/or appropriate part-time and/or seasonal staff as assigned by the Town Administrator. Must work in close coordination with other town departments and related boards/committees.

**DUTIES AND RESPONSIBILITIES:** The following is illustrative of duties that may be performed. This list is not intended as a complete compilation of duties, but is an example of the types of duties to be performed.

1. Plan, develop, coordinate, and implement a broad and diversified program of recreational activities and services to meet the needs and interests of the community. Direct, schedule, monitor, and evaluate programs in terms of participant and parent satisfaction, budget priorities, facilities and staffing resources, and overall effectiveness. Prepare short- and long-range activity program calendars; timely communicate activity schedules with community, schools, and other service populations. Develop new recreational activities to meet the needs of the community, while enhancing existing programs.
2. Communicate effectively with residents, program participants, volunteers, sports boards, coaches, news media, and civic organizations.
3. Establish and maintain a positive working relationship with the local schools, Recreation Commission, Board of Selectmen, Town Administrator, and other Town departments.
4. Recruit volunteers for various programs.
5. Schedule all programs and coordinate facility use with interested parties. Oversee the scheduling, with Board of Selectmen approval, of the public's use of Stratham Hill Park, Stevens Park, Stratham Municipal Center, Fire Station Community Room and other publicly available facilities.
6. Provide central registration and/or information for recreational activities. Prepare program pamphlets, posters, announcements, and publicity releases. Organize, maintain, and update the departmental web page.

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7. Maintain clear and accurate records of programs and participants, ensuring that registrations and fees are received in a timely manner and deposited in appropriate Town accounts.
8. Assist Recreation Commission in implementing and maintaining financial controls over all recreation related accounts in order to comprehensively report on the financial status of all Commission sponsored activities. Manage on behalf of the Recreation Commission the Recreation Revolving Fund in accordance with established policies, procedures, and public accounting standards.
9. Develop departmental budget with Recreation Commission and assist in presentation to appropriate public bodies.
10. Administer the Department's budget in a responsible manner by reviewing and approving appropriate invoices for payment, and by collecting and accurately accounting for recreational revenues.
11. Work with Recreation Commission in planning and managing of capital improvement projects.
12. Direct and perform regular inspections of all facilities and properties for neatness, safety, and reliable operation and oversee repairs and upgrades as needed.
13. Actively participate in development of the parks and recreation portions of the Stratham Master Plan. Annually review the Town's Master Plan and Capital Improvements Plan (CIP) recognizing the impact of current trends and changing priorities and concerns. Under the direction of the Town Administrator and in consultation with the Recreation Commission, make recommendations to the Planning Board for updates, additions, and/or deletions to the CIP, and assist Town Planner in revising the parks & recreation portions of the Master Plan.
14. Engage in local fundraising and grant application writing. Write grant applications as appropriate and as approved by the Town Administrator and Board of Selectmen (or Recreation Commission, as applicable). Administer grants as directed.
15. Solicit sponsorships from public and private sources for various recreational programs offered where and when appropriate.
16. Prepare, coordinate and post agendas; set dates while assuring compliance with notice requirements; and maintain the minutes of Recreation Commission meetings/actions.
17. Provide staff support to the Recreation Commission. This includes attending monthly Recreation Commission meetings; provide program updates; and other duties as requested by the Commission in the furtherance of the Town's goals. Take notes of Commission meetings and assist in the creation of the official minutes for Commission approval in accordance with state law and local procedures.

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18. Meet monthly with the Board of Selectmen to provide departmental status overview and specific updates on budget, programs, plans, problems/issues, and scheduling.
19. Attend meetings of the Stratham Hill Park Association to provide updates on Park related issues and to remain current with the Association's interests and activities.
20. Attend meetings of community groups to keep current with trends and needs, foster and establish cooperation with such groups, and to gather new ideas.
21. Make recommendations to the Recreation Commission regarding proposed policies and/or procedures necessary to implement Commission objectives. Once adopted by the Commission, effectively communicate and enforce these policies and/or procedures
22. Perform general and/or specific research and secures technical information pertinent to the Recreation Commission objectives.
23. Deal professionally, courteously, and effectively with members of the public when explaining and interpreting policies, procedures, regulations, and ordinances. Respond to inquiries by the public, other town departments, and from other communities on recreation related matters.
24. Coordinate senior citizen programs and activities
25. Coordinate "Day of Caring" activities with United Way liaison.
26. Keep records of activities, and prepare and present reports as required.
27. Interact with federal, state, and regional agencies, and inform Town boards and commissions of recreation issues arising from these agencies.
28. Performs related duties as assigned.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:** Work is primarily performed in an office environment that may require prolonged sitting, work on a computer terminal, reading, writing, telephone and/or personal conversations, and/or site visits outside the office. Occasional physical effort is required in walking, standing, lifting, and stretching while out in the field, setting up for and overseeing programming, taking delivery of various supplies and materials, or in the normal course of office work. Work may be performed under varied conditions involving some disagreeable factors such as climatic conditions, dirt and dust, and exposure to normal construction hazards while overseeing projects in the field. Office work associated with the job may require sitting, standing, lifting, stretching, and the dexterity to operate standard office equipment.

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**SPECIFIC TRAINING, KNOWLEDGE, SKILLS, AND/OR ABILITIES:** Individual must be pro-active, capable of working with all age groups, self-motivated and have effective interpersonal skills. Must have the ability to establish and maintain working relationships with other departments, employees, organizations, schools, and residents. Must have knowledge of: recreation practices and trends, recreation equipment and its maintenance, safety procedures and safety management, budget preparation and fundraising, marketing, and public relations. Individual must have ability to develop and implement effective programs for all age groups, and be proficient in word processing and spreadsheet programs, and data management systems. Must have excellent organizational skills, problem-solving skills, and the ability to mediate disputes. Ability to work effectively and efficiently with limited direction. Ability to write grant applications and administer grant projects. Ability to communicate effectively both verbally and in writing. Ability to maintain a harmonious work environment in a small office setting with limited clerical support. Must possess and maintain a valid current Driver's License. Certified Park and Recreation Professional (CPRP) certification is preferred.

**MINIMUM QUALIFICATIONS REQUIRED:** Bachelor's Degree in Recreation or related field from an accredited institution with four (4) years of experience, including administrative experience, managing recreational programs, or an equivalent of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**STARTING SALARY RANGE:** \$45,000 to \$50,000 per year and is dependent on qualifications and/or experience. Future increases and/or continued financial support for the position will be directly related to the incumbent's ability to establish and maintain outside revenue sources to sustain growth in programming needs.

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