

Town of Marshfield, Massachusetts
Job Description

Position Title:	Recreation Director	Grade Level:	
Department	Recreation	Date:	
Reports to:	Town Administrator	FLSA Status	

Job Summary: The Recreation Director is responsible for the development, implementation and administration of a variety of social, cultural and community-based recreational facilities, programs and services for Town residents. Employee is required to perform all other similar or related duties.

Supervision Required: Under administrative direction of the Town Administrator, the employee works from municipal policies and department goals and objectives; individual establishes short and long-range plans and objectives, Town performance standards and assumes direct accountability for department results. Consults with supervisor where clarification, interpretation, or exception to municipal policy may be required. The employee/official exercises control in the development of departmental policies, goals, objectives and budgets. The employee is expected to attempt to resolve all conflicts which arise and coordinate with others as necessary.

Accountability: Duties include *department level responsibility* for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, cause adverse public relations, extensive financial and/or legal repercussions to the Town.

Supervisory Responsibility: Employee is accountable for the direction and success of programs accomplished through others. The manager or department head is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees. The employee is responsible for the supervision of thirty (30) part-time and approximately thirty to forty (30-40) seasonal employees and volunteers who work at different locations. Work operations and the number of employees supervised are subject to substantial cyclical or seasonal fluctuations which can be reasonably anticipated.

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Confidentiality: Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, CORI and BRC records, lawsuits and department records.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field such as recreation/leisure services. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: Working conditions involve exposure to a combination of unpleasant elements such as loud noises, fumes, dust, smoke, heat, cold, or extreme temperatures. Employee is required to work beyond normal business hours to attend evening meetings as well as to attend department activities on weekends or holidays.

Nature and Purpose of Relationships: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and local recreation programs. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, or muscular strains from lifting or carrying department equipment and/or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Oversees and directs the development and implementation of year-round state-licensed

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school age recreational programs, trips, events and services to meet the diverse needs of the community.

2. Develops policies for establishing fees and charges for program activities.
3. May teach and instruct specific programs, lead trips and similar activities.
4. Conducts research regarding possible new recreation programs and possible funding sources in the form of grants on the local, state and federal level.
5. Monitors contracts with special service providers to ensure quality programs and services.
6. Develops and monitors quality assurance indicators which include evaluating structure, process and outcome of department programs and activities as well the performance of staff.
7. Provides a range of human services to staff including recruitment, CORI certification, supervision, and training of department staff and volunteers.
8. Oversees the maintenance, design and construction of recreation facilities.
9. Develops and administers the department's operating and capital budget.
10. Identifies, applies and administers grants in support of department operations and services.
11. On behalf of the Town, serves as an advocate of recreational programs and services.
12. Coordinates the scheduling and usage of Town facilities and outdoor sites.
13. Evaluates the condition of Town recreation facilities and works to secure appropriate resources to maintain said facilities and recreation sites.
14. Prepares and submits various administrative and programmatic reports as requested.
15. On behalf of the Town, works with regional and state recreation agencies.
16. Organizes, plans, and conducts special events and other recreation programs.
17. Responsible for screening perspective employees and volunteers in accordance with the State Child Abuse Laws and regulations and licensed school age programs.
18. Required to remove snow and ice in and around the recreation Childcare Center and administrative complex located at 14 Library Plaza and 900 Ferry Street.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in Recreation/Leisure Services or related field and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Massachusetts Class D Drivers License

CPR and First Aid Certification

CORI and BRC (Background Record Check) certification

Certified with the Mass. Recreation and Park Association as a Leisure Services Professional preferred

Knowledge, Abilities and Skill

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Knowledge: Knowledge of the principles, techniques, and practices of planning, supervising and evaluating community-based recreational activities; considerable knowledge of the materials, methods, safety precautions and techniques related to the maintenance operation of recreational fields and equipment. Knowledge of health and safety practices and procedures at recreation beaches, parks and facilities including risk management. Knowledge of the principles and practices of effective budgetary management. Working knowledge of computer hardware and software in support of department operations. Knowledge of State Child Abuse Laws and regulations.

Abilities: Ability to establish and maintain effective working relationships with people of all ages, incomes and backgrounds; ability to plan and develop innovative cost-effective programs to meet community's recreation and leisure service needs; ability to prepare and administer operating budgets; ability to recruit, train and supervise subordinate personnel effectively. Ability to utilize data based systems to assist in the design and evaluation of programs; ability to prepare reports and maintain records in a detailed and organized manner. Ability to deal tactfully with disgruntled members of the public and also under emergency situations. Ability to communicate clearly and effectively in both written and oral forms. Ability to handle confidential information in a discrete manner. Ability to function independently within the broad scope of municipal and department policies and goals.

Skill: Proficient customer service skills; skill in coordinating various programs and projects simultaneously; proficient oral and written communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; employee is required to stand, stoop, or walk for significant periods of time when conducting inspections of programs. There will also be some occasional lifting, pushing or pulling of objects such as installing recreation equipment, raking, use of a chain saw, operating a lawn mower as well as the maintenance of the Recreation Center and Administrative facilities and surrounding grounds.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer or climbing a ladder.

Visual Demands: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes and be able to determine color differences.

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