

Town of Hampstead, NH

POSITION: Recreation Director
FLSA STATUS: Non-Exempt
LABOR GRADE: 7

DEPARTMENT: Recreation
REPORTS TO: Recreation Chairman
DATE: March 2019

GENERAL SUMMARY

Plans, organizes and directs a variety of recreation programs for youth, adults and senior citizens. Arranges for support services for these programs, such as transportation, instructors, facility usage, materials, supplies and entertainment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Senior Committee in advertising trips.
- Interviews and trains staff.
- Schedules personnel for work assignments and recreational facilities for usage; approves payroll and invoices.
- Assists in the preparation of the annual operating budget.
- Prepares reports for the Annual Town Report for the Recreation Commission.
- Plans and supervises Summer Recreation Programs.
- Plans and supervises Senior Holiday Dinner.
- Responsible for minutes at Recreation meetings.
- Supervises and issues release permits for use of the Memorial Gym.
- Supervises and issues release permits for use of the Town Beach.
- Supervises and issues release permits for use of the Tennis Courts.
- Collects and schedules outdoor permits for soccer, baseball, football, and lacrosse.
- Updates and maintains the Recreation Commission website.
- Performs related work as required.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS: The Recreation Commission assigns work in terms of very general instructions. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.

GUIDELINES: Guidelines include Town and Department policies and procedures, Town zoning and related ordinances, and relevant state and federal laws. The employee uses judgment in interpreting and adapting guidelines such as Town policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work product or service affects a wide range of activities.

PERSONAL CONTACTS: Contacts are typically with co-workers, other Town employees, state agency representatives and the general public. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending, crouching, or stooping; distinguishing between shades of color; carrying of light items such as papers, books, recreational equipment, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work is typically performed in an office and occasionally at outdoor facilities. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated. The employee may be exposed to irritating chemicals and occasional inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Knowledge and level of competency commonly associated with an associate degree in Management.

Sufficient experience to understand the basic principles relevant to the major duties of the job, usually associated with one year of related experience or training, or any equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

- Knowledge of recreational programming and administration.
- Knowledge of a wide variety of recreational activities.
- Skill in planning and organizing recreational services.
- Skill in interpersonal and public relations.
- Skill in oral and written communication.
- Skill in the supervision of personnel.
- Ability to operate a computer, calculator, copier and fax machine.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative relationships with Town officials, employees and the general public.

LICENSING AND CERTIFICATION

CPR and First Aid certification or ability to obtain is required. AED.

TOOLS AND EQUIPMENT USED

Computers, software, related peripherals, Town Vehicles, two-way radios, hand tools, shovels, rakes, field lining equipment, sports equipment, maintenance equipment, first aid equipment and other miscellaneous sports, recreation and playground equipment necessary to complete tasks.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.