



## **TOWN OF CHARLOTTE Position Opening**

### **Recreation Director**

#### **DRAFT**

The Town of Charlotte, Vermont (population 3,900) is seeking candidates for the position of Recreation Director.

The Recreation Director is responsible for managing Town of Charlotte sponsored recreational programs, recreation equipment and facilities to meet the needs of various age groups, in accordance with the Sports Program Mission Statement, and for managing the Charlotte Town Beach. The Director plans, implements, administers, coordinates, monitors and evaluates recreation programs for the Town. The Director further works in conjunction with the Recreation Commission in developing and proposing a budget to the Selectboard. The Town's Recreation Department has budget of \$150,000 for fiscal year 2024-25.

The Selectboard is seeking an individual with a collaborative and team-oriented approach; strong organizational skills; the ability to develop and work within a budget; and experience in developing, implementing and managing recreational programs. Candidates should also possess excellent communication, community engagement, organizational, problem-solving and leadership skills. A baccalaureate degree, or equivalent, in recreation or sports management or related fields is preferred. However, candidates with comparable work experience are highly encouraged to apply. A complete job description is available at <https://charlottevt.org/jobs>.

The salary range for the position is \_\_\_\_\_, DOQ. The position is also eligible for health, dental and retirement benefits. Background check required. Charlotte is an EOE and values diversity and inclusiveness in the community and workplace. Email applications, including a cover letter and resumé, to [townadmin@townofcharlotte.com](mailto:townadmin@townofcharlotte.com) by \_\_\_\_\_ . Applications submitted after this deadline may be accepted on a rolling basis. The Selectboard intends the selected candidate to start in \_\_\_\_\_.