

Job Description Town of Charlotte

Job Title: Recreation Director

Qualifications:

1. Baccalaureate degree or equivalent
2. A minimum of three years of experience in recreation management or physical education
3. Basic computer skills
4. Strong organizational and scheduling skills
5. Ability to maintain harmonious working relationships with town officials and the general public
6. Utilizes strong written and oral communication skills to provide a high quality of customer service with both residents and volunteers.
7. Experience in writing grant proposals and fundraising desired
8. Experience working in a volunteer program environment, preferred
9. Experience in designing, writing and producing publications, preferred
10. Ability to work independently

Job Summary:

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. The Director plans, implements, administers, coordinates, monitors and evaluates the programs. The Director also identifies the changing needs of the community and in response, develops new programming.

Responsibilities include: developing action plans and schedules, coordinating and maintaining facilities and equipment and the recruiting and managing paid and volunteer staff as may be required to ensure the success of each program. Additionally, the Recreation Director is the Manager of the Town Beach, which involves: the hiring/firing of seasonal Beach Attendants (in accordance with the Salary Administration Policy), managing the opening and closing of the Town Beach, as well as the seasonal maintenance of the Beach facilities, and executing the sale, collection and accounting of all beach passes and associated revenues. The Recreation Director works with the Recreation Committee Chair to set meeting times and agendas at least quarterly. The Recreation Director, with the Recreation Committee, reports short and long-term planning directly to the Selectboard. The Director maintains a productive working relationship with the beach attendants, volunteers, Recreation Committee, contractors, colleagues, and other personnel related to recreation. The Director is also responsible for recruiting highly motivated volunteers to coach and/or assist with recreational sport teams.

Specific duties and responsibilities:

General Administrative Duties:

1. Develop, implement and uphold all recreation specific policies (with Selectboard approval), practices, and operating procedures.
2. Design effective processes for organizing and implementing the major sport leagues in Town.
3. Develop recreation programming for youth and adults.
4. Plans and manages all recreation programs including athletic leagues, instructional programs, camps, and special events.
5. Coordinates all facility usage for all town sponsored recreational activities.
6. Receives and processes all registration forms and payments.
7. Establishes all practice and games schedules
8. Generates and monitors contracts and insurance agreements for all programs.
9. Prepare contracts, program reports about expenses, revenues, participation numbers, equipment inventories and facility use.
10. Takes inventory on all equipment and supplies for the recreation programs and the beach, and makes equipment and supply purchases in accordance with the Town Purchasing Policy.
11. Maintains systems for registration of participants and collection of fees. Keeps appropriate records.
12. Markets and promotes all recreational programs through local newspapers, newsletters, social media, and word of mouth.
13. Organizes fundraising opportunities for the recreation scholarship funds.
14. Recommend work to be undertaken at beach and associated facilities with the Committee to the Selectboard, and participate in the selection and hiring of contractors at the beach as well as, oversee the work performed.
15. Oversee the donation of parking passes to not-for-profit organizations
16. Monitor and supervise day to day operations, including programs and facilities maintenance.
17. Make recommendations with the Recreation Committee to the Selectboard regarding recreation facility, equipment needs, upkeep, and budget requests.
18. Recruit and supervise volunteer staff.
19. Confer regularly with volunteers to plan, coordinate and evaluate activities, assign and review work, assist with difficult tasks and resolve problems that may arise.
20. Coordinate and/or schedule all activities and facilities with the school, the town and volunteers.
21. Organize coaches' clinics.
22. Encourage and solicit donations to support the self-sustaining recreational programs.
23. Assist in the development and management of the town recreational activities website.
24. Other duties as may be assigned.

Financial Management Duties

1. Develop, administer and manage the comprehensive recreation budget, while including recommendations of the Recreation Committee.
2. Oversee and manage all financial logistics of the Town Beach; yearly season pass purchases, capital improvement purchases, maintenance outlays and schedules, and daily parking sales cash.
3. Coordinate scholarships and administer scholarship funds.
4. Recommend capital purchases or improvements with the Recreation Committee to the Selectboard.
5. Ensure the proper processing of receipts from recreation programs.
6. Recommend a 5-year capital budget with the Recreation Committee the Selectboard.
7. Ensure proper and timely payments, to coaches, employees and vendors.

Supervisory Roles

1. Hire, supervise and manage seasonal beach attendants.
2. Oversee and manage all contracted employees who run specialized recreation programs.
3. Oversee and manage all volunteers who run specialized recreation programs through the recreation department.

Supervised by: Selectboard

Reports directly to: The Selectboard

Hours: Average of thirty (30) hours per week (see Sections 2.2.10 and 4.2 of the Personnel Policies). The hours and duties vary seasonally. Some weekend and evening hours are necessary. Aside from weekend and evening hours, regular office hours are required and shall be set by the Recreation Director, which shall be published and updated with seasonal changes. This position is exempt under the Fair Labor Standards Act. Compensation is on an annual salaried basis.

Working Conditions: General office setting, as well as some outdoor work and attendance at night meetings will be expected (Recreation Committee meetings and occasional Selectboard meetings when recreation issues are scheduled)

Other: A background check is required. This will be paid for by the Town.

Approved by Selectboard on March 13, 2017

Revision approved by Selectboard on March 28, 2022