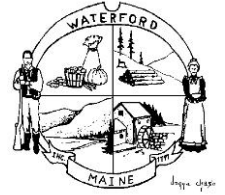


Town of Waterford

366 Valley Road • Waterford, Maine 04088

(207) 583-4403 • Fax (207) 583-6433

www.waterfordme.org



Job Description Recreation Director

Controlled Document #: JD-011; Revision 1

Nature of Work:

This is professional and administrative work in planning, organizing, directing and evaluating the municipal recreation program.

Employee of this class is responsible for the development, implementation and administration of a comprehensive community recreation program. Work involves coordinating the work of program staff and volunteers, scheduling programs and facilities, maintaining program records and preparing reports, initiating and implementing new programs and activities, and handling program publicity and public relations. Work also involves overseeing the maintenance of municipal park and recreation areas. Supervision is exercised over part-time employees and volunteers. Work is performed under the general supervision of the Board of Selectmen subject to review through observation, monthly reports and results achieved.

Duties and Responsibilities:

- Plans, develops, and supervises a wide variety of recreation activities for all ages and abilities.
- Supervises the operation of Town recreation facilities.
- Plans department budgets and oversees the control of expenditures.
- Promotes interest and awareness in Town programs and activities through correspondence, public speaking, the media, social media and the Town web site.
- Promotes and maintains an online calendar of events and activities.
- Coordinates Town programs with other area activities and organizations.
- Responsible for staffing the swimming program and ensuring all staff and volunteers have the required training and certification.
- Responsible for recruiting, facilitating, and supervising volunteers, develops training procedures, and evaluates personnel.
- Prepares and presents monthly activity and budget reports for the Board of Selectman. Attends at least one Board meeting per month.
- Instructs subordinates on policy matters and on the method and procedures which are to be followed in carrying out the various activities; confers with departmental staff and volunteers and instructs them in their work.

- Maintains activity and attendance reports and compiles annual reports of recreation programs and activities.
- Directs the maintenance and upkeep of municipal parks, playgrounds, recreation areas and the snack shack.
- Prepares proper records of personnel and equipment needs; requisitions supplies, equipment, and materials.
- Evaluates recreational needs, activities and facilities, making recommendations for improvements, changes, expansions and reductions.
- Prepares news releases and publicity for program activities.
- Performs related work as may be required.
- Annual compiling and reporting of activities to the Board of Selectmen for inclusion in the Annual Town Report.

Requirements of Work:

- Extensive knowledge of the goals and objectives of public recreation, an understanding of the problems of a community in respect to recreation, and the ability to formulate and administer recreation programs to meet community needs.
- Ability to plan, organize, direct and evaluate the activities and personnel involved in a well-rounded program.
- Considerable knowledge of recreation facilities and equipment and their proper use.
- Considerable knowledge of a wide variety of recreation activities.
- Ability to display good leadership skills.
- Ability to establish and maintain effective working relationships with co-workers, volunteers, program participants, and the general public.
- Have a friendly and authoritative personality that encourages effective activity by staff and participants.
- Considerable knowledge of first aid methods and safety precautions used in recreation programming.
- Ability to interpret effectively the policies of the department to employees and the public.

Training and Experience Required:

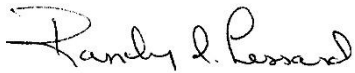
- Preference will be given to applicants with experience in recreation leadership in a supervisory capacity.
- Experience in creating and adhering to a program budget.

Document Information:

- Document Number: JD-011
- Revision Level 1:
- Revision Level: n/a
- Original Signing Date: April 10, 2017
- Revision Date: March 9, 2020

Revised Document Approved by the Waterford Board of Selectmen on March 9, 2020

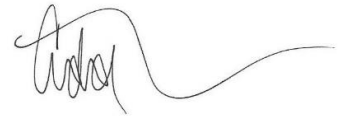
Randy S. Lessard – 2020

A handwritten signature in cursive script, appearing to read "Randy S. Lessard".

John Bell - 2021

A handwritten signature in cursive script, appearing to read "John Bell".

Todd Sawyer - 2022

A handwritten signature in cursive script, appearing to read "Todd Sawyer".