

**Town of Acton**  
**Director of Parks and Recreation**  
**Recreation Department**  
**December 2025**

The Town of Acton seeks a dynamic and experienced Director of Parks & Recreation to oversee all departmental operations, programs, facilities, and special events. This position reports to the Assistant Town Manager and is responsible for managing the Town's parks, recreation grounds, playgrounds, athletic facilities, and NARA Park operations, as well as leading a diverse team of full-time, part-time, and seasonal staff.

**General Duties and Responsibilities:** The Director manages the daily operations of all parks, recreation facilities, programs, and waterfront and camp operations at NARA Park. This includes supervising staff hiring, training, scheduling, and performance; developing and administering operating and capital budgets; overseeing user fee collection, revolving accounts, and purchasing; and coordinating facility rentals and school vacation programming. The Director plans and implements a wide range of recreation programs, special events, and concerts; works collaboratively with Town departments, youth and adult sports organizations, and community groups; and serves as the primary staff liaison to the Recreation Commission. The role also supports implementation of the NARA Park Master Plan and the Open Space & Recreation Plan, manages grants and CPA-funded projects, oversees community partnerships, and conducts public relations and social media outreach.

**Minimum Entrance Requirements:** Bachelor's degree in Parks & Recreation Management or related field; five years of professional recreation, facility, and supervisory experience; or an equivalent combination of education and experience. Strong budgeting, program development, and administrative skills. Valid driver's license required. Must be able to work evenings, weekends, and special events.

**Preferred Qualifications:** Experience managing entrepreneurial or revenue-generating operations. Certified Parks and Recreation Professional desirable.

**Special Requirements:** CPR, First Aid, and AED certification must be current or completed within two (2) months of hire. Must have a valid Massachusetts Driver's License. Must be able to obtain and maintain any license/certification to operate an after-school program within six (6) months through the Massachusetts Department of Early Childhood Education and Care; including obtaining a state voucher certification for scholarships. Waterfront safety certification and ServSafe certification required or to be obtained within two (2) months of hire. Must be able to obtain any certifications and meet local and state requirements to successfully provide a summer camp within the first 6 months.

**Pay Rate:** **I16;** starting range \$92,340.94-103,930.52 per year

**Benefits:** Full-time 36-hour work week with Hybrid or Flex work schedule is available after probationary period of 6 months. Up to a \$425 fitness club reimbursement program (if enrolled in Town Health Insurance plan). Health, Dental, Vision, and an attractive pension system are just some of our competitive insurance and benefits.

**To Apply:**

Submit a resume, and cover letter to Human Resources (e-mail [jobs@actonma.gov](mailto:jobs@actonma.gov)).

Acton is an Equal Opportunity Employer.

For More Information on all Job Postings; visit [actonma.gov/jobs](http://actonma.gov/jobs)

**Deadline:** First consideration being given to applications received by December 30, 2025