

PARKS AND RECREATION
ASSISTANT DIRECTOR- PARKS, RECREATION, AND COMMUNITY EDUCATION

The Town of Littleton is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.

DEFINITION

This position is responsible for management of programs, facilities, and special events for the Parks, Recreation, and Community Education department.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop, implement, and oversee a wide range of recreation and enrichment programs, special events and community initiatives by identifying community needs for all age groups.
- Manage expenditures and costs related to all programs and events while maintaining budgetary constraints.
- Coordinate staffing, publicity and logistics for all programs and events.
- Oversee all aspects of Long Lake Beach operations including lifeguard supervision, safety protocols, public programming, equipment maintenance, and staff training.
- Oversee all waterfront certification training and ensure water safety for participants.
- Recruit, hire, onboard, train, evaluate staff assigned to programs and events.
- Oversee operations, maintenance, scheduling of town recreational and athletic facilities, coordinating rentals, enforcing policies, and ensuring safety procedures are followed.
- Promote and publicize all departmental programs and events using social media, technology, print, websites, and displays.
- Assist Director with budgeting and capital planning, managing procurement, revenue tracking, program budgets, and expenditures.
- Act as department leader in the absence of the Director, attend meetings, provide presentations, and communicate with other departments and stakeholders.
- Coordinate regular in-service training and ensure that all staff certifications and emergency response training are maintained in accordance with established safety standards and protocols.
- Play a lead role in setting rates for recreation programs and membership fees.
- Performs other related job duties as required.

Supervision:

- *Supervision Received:* The employee works from policies and objectives, establishes short-range plans and objectives and departmental performance standards, and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy is required or requested; exercises control in the development of departmental policies, goals, objectives, and budgets; and is expected to resolve conflicts that arise and coordinate with others as necessary.
- *Supervision Exercised:* The employee is accountable for the quality and quantity of work done by subordinates; assures the accomplishment of the assigned work in the prescribed manner; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals, and procedures; and is involved in performance management.

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Recommended Minimum Qualifications:

QUALIFICATIONS: Bachelor's degree in recreation, leisure studies, sports management, or other related field required; one to three years of related experience; or any equivalent combination of education and experience.

REQUIRED LICENSES and CERTIFICATIONS

- Certification from Red Cross CPR, AED, First Aid for the professional rescuer and LGT
- Certified Park and Recreation Professional (CPRP) Certification with National Parks and Recreation Association or able to obtain within a year
- Clean CORI/SORI report
- Valid motor vehicle operator's license

JUDGMENT AND COMPLEXITY: The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices.

NATURE AND PURPOSE OF CONTACTS: Contacts are with co-workers, vendors, the public, and representatives of civic or professional organizations. The employee represents the organization in matters of departmental practices, procedures, regulations, or guidelines, and is called upon to tactfully discuss controversial matters and ease interactions with dissatisfied customers.

CONFIDENTIALITY: The employee has regular access to confidential records and information at the department level requiring discretion in interactions, attention to detail in handling information and records, and responsibility for following security protocols.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices of recreation and enrichment programming, waterfront operations, and special events. Understanding of aquatic safety protocols and waterfront operations, lifeguard certification, and open water rescue. Knowledge of Christian's Law. Thorough understanding of computers and applicable software applications. Knowledge of budgeting, billing, and accounting procedures. Knowledge of computers and applicable software applications. Knowledge of marketing and social media strategies. Knowledge of Mass General Laws relating to various recreation programs.

Ability: Able to communicate effectively and efficiently verbally and in writing. Ability to deal tactfully, patiently, and appropriately with a variety of people including children and parents. Able to delegate responsibility to support staff when applicable. Ability to work effectively under time constraints to meet deadlines. Ability to train staff in life saving procedures and safety protocols. Ability to assess risk and make sound decisions in emergencies or high-pressure situations.

Skill: Strong organizational and time management skills. Proficiency in recreation management software and standard office applications. Skill in the use of various tools and equipment. Excellent customer service skills and attention to detail. Skills with managing funding and budgetary constraints. Demonstrated skills in conflict resolution, public relations, and customer service.

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Physical & Environmental Working Conditions:

- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- Works primarily indoors in an office and community center.
- When performing administrative functions, sits or stands, with intermittent periods of stooping and walking; when in the field, stands or walks for extended periods and applies agility and physical strength to move in or about construction sites or over rough terrain; occasionally moves, lifts, or carries heavy objects weighing up to 50 lbs.
- Applies eye-hand coordination with finger dexterity and motor coordination to use tools and equipment safely and precisely.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, spreadsheets, and forms; inspects surroundings and fine details to assess conditions of materials and equipment; and reviews detailed information displayed on a computer screen.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)