

**Job Description: Non-Union Position  
Town of Pembroke, Massachusetts**

**Position Title**

Recreation Director SA-15

**Responsibilities**

The primary function of this position is to provide professional, administrative, and supervisory work in planning, directing, managing, and controlling the operations of Recreation Department; all other related work, in a timely manner, abiding by all municipal, state and federal guidelines, regulations and quality standards, ensuring safe, courteous, ethical and professional behavior is observed in all situations. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the Directors direction and control; performs all other related work as required.

**Essential Functions:**

(The essential functions or duties listed below are intended only illustrations of the distinct 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.)

- In accord with applicable Massachusetts General Laws and Town By-laws administer, direct, plan, organize and supervise comprehensive recreational programs geared to all ages of Town residents.
- Plan and organize the development, implementation and operation of all fee based recreation activity programs; evaluates the effectiveness and desirability of recreation programs.
- Implement changes to existing programs and the introduction of new innovative programs; calculate and ensure that sufficient fee revenues are available to offset operating expenses.
- Review, submit and file work orders, purchase orders, billing invoices, payroll, and related documentation.
- Evaluate existing recreational assets; work with the Town Manager in recommending and developing new recreational assets to include fields, structures and facilities that meet the recreational needs of the Town.
- Evaluate and recommend capital planning strategies to meet needs and accomplish recreational goals (1, 5 and 10 year plans).
- Act as the department liaison with Town and School sporting groups; schedules fields and related facilities for recreational programs; coordinate with the Town Manager and the DPW Parks Division regarding the maintenance of fields and facilities.
- Hire seasonal- temporary employees, select coaches, recruit, hire and train staff and volunteers.

- Travel to and monitor and oversee the day-to-day activities, events, and programs of the Recreation Dept. at schools, fields, facilities, and personally ensure that all recreation programs are running properly, safely, on time and at a profit if required.
- Ensure all equipment and facilities are maintained, safe and properly secured as required.
- Oversee the administrative operation of the department; prepare and recommend the operating and capital budgets; track and review related fee support revenues and operating expenses; seeks alternate sources of funding by means of grant applications.
- Schedule instructors, negotiate fees, establish programs, and set program dates; advertise and publish notices for recreational and special events; handle public relations matters, program announcements and promotion.
- Ensure that brochures, schedules, and flyers are designed, produced and delivered in a timely and cost-effective manner; secure advertising revenue to support recreation activities.
- Direct, lead, motivate staff and provide overall supervision and training for department personnel; participate and make recommendations in the hiring -firing process, subject to approval by the Town Manager.
- Ensure coaches, program directors, etc. adhere to the policies, procedures, goals and mission statement of the Rec Department.
- Responsible for hiring-firing all seasonal / temporary personnel, in consultation with the Town Manager.
- Act as department's representative and primary staff person on all matters pertaining to recreation operations; attend related governmental meetings, schedule meetings, file agendas, minutes, building use forms and notifications.
- Provide the Town Manager with program updates, accounting, scholarship info, non-programs and any other related business.
- Review email, voice mail and other communications, check schedule / calendar for meetings and appointments.
- Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### Education, Training and Experience:

Bachelor's Degree in Recreational Sports / Parks Management or a related recreational endeavor desired. Three to five (3-5) years of experience in a related recreation field, of which three (3) years in a supervisory position is preferred, or the equivalent combination of education, experience, and training. Certification or qualified for certification at the professional level with

the National Recreation and Park Association is desirable. Must have and maintain a valid Massachusetts driver's license.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of community recreation management and athletic program curriculum management.

*Ability:* Ability to deal effectively with other town employees and the public. Ability to supervise and evaluate the work of professional and non-professional subordinates. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop innovative cost-effective programs to meet community needs. Ability to prepare and administer budgets. Ability to maintain accurate records. Ability to recruit, train, and supervise subordinate personnel. Ability to use a computer and to operate standard office equipment.

*Skill:* Excellent planning and organizational skills. Excellent customer service skills. Skill in coordinating various programs and projects simultaneously. Proficiency in computer programs and applications, spreadsheets, publishing, and social media applications, to include Microsoft Office, Adobe, and Publisher.

*Licensing/Certifications:* Certified Parks and Recreation Professional preferred; CPR and First Aid Certified; Massachusetts Class D motor vehicle operator's license.

**Physical Requirements:**

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.

Light physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend several hours standing, walking, and reaching with arms. Must have the ability to judge distances and 4 spatial relationships. Regularly stands, walks, sits, talks, and hears. Position requires the ability to operate a keyboard. Regular travel to various town recreation department sites.

**Supervision:**

*Supervision Scope:* Performs a variety of supervisory and administrative duties, which require the independent exercise of judgment and initiative.

*Supervision Received:* Works under the direction of the Town Manager.

*Supervision Given:* Supervises and manages various staff, instructors, seasonal employees, and volunteers.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy; extensive field work is conducted outdoors with exposure to various weather conditions. Frequently required to work outside of normal business hours. In addition, may be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, local civic organizations, and governmental agencies.
- Has access to department-related confidential and/or sensitive information including personnel records.
- Errors could result in lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

*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.*

Town of Pembroke  
Parks and Recreation Department  
Director of Park and Recreation

The town of Pembroke seeks an initiative-taking and enthusiastic individual for the full-time position of Director of Parks and Recreation. Working under the supervision of the Town Manager, performs a variety of recreational programming and administrative duties, including planning, implementing, and supervising recreational programs for the community. A bachelor's degree in recreation, physical education, or related field, with intensive knowledge of specialized field of park and recreation and leisure services highly desired; three to five years of related parks and recreation experience, including three years of supervisory experience. Should have solid communication skills, both oral and written, and computer skills; have American Red Cross Certifications, including First Aid, CPR, and AED; and a valid motor vehicle license.

For a complete job posting and to apply please visit:

<https://www.pembroke-ma.gov/human-resources/pages/employment-opportunities-job-application>