

# TOWN OF BROWNVILLE

## JOB DESCRIPTION

**Position Title:** Recreation Director

**FLSA:** Non-Exempt

**Department:** Recreation

**Classification:** Part-Time

**Reports to:** Town Manager

**Revised:** May 2024

### POSITION SUMMARY

Responsible for the development, implementation and oversight of recreation programs, activities and opportunities for the Town of Brownville and local community participants.

### GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ❖ Communicates with supervisor(s), co-workers, town officials and the public in a courteous and positive manner.
- ❖ Adheres to the policies set forth in the Employee Handbook
- ❖ Arrives on time and prepared for the work day
- ❖ Maintains a clean and organized workspace (including all buildings and vehicles).
- ❖ Demonstrates cooperation and adaptability while interacting with all team members
- ❖ Is approachable and responsive to ideas and feedback
- ❖ Actively contributes as a team member when completing tasks, projects or meeting goals
- ❖ Able to work independently with minimal direction
- ❖ Interacts professionally with other agencies, departments, municipalities, vendors and customers
- ❖ Reports all injuries and accidents immediately to the Town Manager

### POSITION SPECIFIC DUTIES & RESPONSIBILITIES

- ❖ Develops and implements all recreation programs; instructs programs for various age groups or arranges for instruction and/or staffing of programs/activities.
- ❖ Oversees and/or performs the maintenance and upkeep of recreational facilities and equipment including lawncare.
- ❖ Responsible for ensuring the safety, welfare and oversight of children during Recreation Department activities.
- ❖ Ensures all Recreation staff and volunteers are in compliance with the Town's Safety Policies.
- ❖ Responsible for creating an annual departmental budget request, codes and approves invoices to ensure allocation to the appropriate budget lines; consistently monitors and oversees the budget and works within approved amounts.

- ✧ Ensures programs are administered in compliance with the Town’s General Liability coverage.
- ✧ Acts as a good role model for departmental staff, program participants and others.
- ✧ Serves as a positive contributing member of the Management Team
- ✧ Acts as a liaison between the Town, Board of Selectpersons, various committees and organizations/groups.
- ✧ Maintains records and prepares reports as needed.

**DESIRED EDUCATION & EXPERIENCE**

- ✧ High School Diploma or equivalent.
- ✧ CPR/First Aid Certification.

**REQUIREMENTS**

- ✧ Sincere desire to enhance the recreational programs offered to our community.
- ✧ Experience overseeing various sports and recreation programs as well as proven knowledge of rules and regulations for those programs.
- ✧ Experience overseeing children of various ages and abilities.
- ✧ Experience using various landscaping and sporting equipment.
- ✧ Proven ability to “think outside the box” to create meaningful experiences on a minimal budget.
- ✧ Maintain a valid Class C Driver’s License and be insurable in a normal risk pool.
- ✧ Ability to walk on uneven terrain and lift to a maximum of 50 lbs. repeatedly.
- ✧ Must be eligible to work in the United States.

**ACKNOWLEDGEMENT**

I have reviewed the above job description and understand the duties and responsibilities assigned to me. I am able to perform the essential functions as outlined, and I have discussed any questions I may have about this job description, with a supervisor, prior to signing this form. I understand I may ask for a copy of my signed job description at any time.

Dated \_\_\_\_\_

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Printed Name

Initials \_\_\_\_\_