

Parks & Recreation Director Advertisement And Job Description

Town of Chesterfield, NH is seeking applicants for a year-round position of **Parks and Recreation Director**. Demonstrated skills of budget development, meeting deadlines, program creativity and customer relations required. Residency at the town-owned Wares Grove cottage required. Individuals must be able to work some evenings, weekends and holidays. Job description and applications available at the Selectmen's Office Mon – Thur 8-4 or by calling (603) 363-4624 x10. Deadline for submitting applications is noon on April 4th.

TOWN OF CHESTERFIELD N.H. JOB DESCRIPTION PARKS AND RECREATION DIRECTOR

OBJECTIVE: To maintain, establish, and develop comprehensive recreational and leisure programs for residents of all ages throughout the year.

ACCOUNTABILITY: The Chesterfield Director of Parks and Recreation reports to and works for the Board of Selectmen through the Town Administrator for all employment and personnel matters. The Director reports to and works with the Parks and Recreation Commission in maintaining current programs, establishing and developing comprehensive public recreation programs for the community.

EQUIPMENT USED: Town Automobile, computer, cell phone, telephone, cash register, four wheeler, recreation equipment, general office equipment, and specialized computer software.

DUTIES AND RESPONSIBILITIES: This Position requires the ability to work collaboratively with relevant Town officials, Town employees, and outside groups to serve the department, the town and its townspeople. The qualified candidate must possess excellent interpersonal skills, independence & initiative, and a general knowledge of parks and recreation issues, funding sources, and budget development and oversight.

Responsible for planning, organizing, coordinating and the management of a comprehensive town wide program including athletic leagues, instructional programs, fields, and facilities (to include the municipal swimming at Spofford Lake), day camp and special events.

Ensure department compliance with relevant town, state, and federal laws and regulations.

Provides for risk management practices; ensures safety rules, regulations, and procedures are followed; makes sure that employees are trained in safety procedures.

Trains, Supervises, and evaluates work performance of personnel, makes recommendations for hiring and termination; prepares schedules and assignments for recreational personnel.

Propose and manage department operating budget annually.

Performs special assignments, including researching and preparing reports; projects; developing and implementing programs, and presenting information to management, elected officials, and others.
Seek alternative funding sources including grants and fundraising.

Monitors, reviews and communicates long range goals, implementation phases and objectives for the Capital Improvements Plan.

Utilize multiple marketing outlets to advertise program(s) and event offerings.

Performs public relation duties; responds to complaints; prepares information and marketing bulletins or other publicity on recreation activities; identify and meet the recreational needs of diverse community groups.

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LICENSE / CERTIFICATION REQUIREMENTS: Valid NH Driver's License. To immediately obtain and maintain CPR, First Aid, and Life Guard Certifications. To immediately obtain and maintain membership in the New Hampshire Parks and Recreation Association.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: Completion of four years of High School or equivalent. Preferred bachelor's degree or equivalent years of experience in a municipal recreation program or related field with at least two years of supervisory capacity.

OTHER CONSIDERATIONS AND REQUIREMENTS: Prepare for and attend monthly parks and recreation meetings. Residency at the residence located at the Wares Grove location required.