

**TOWN OF HAMDEN**  
**Director of Recreation**  
Confidential Mayoral Appointment

**Unclassified / Non-Competitive**  
**Department: Mayor's Office**

**Non-Bargaining Unit**  
**Salary: DOQ**

**Position Overview:** A highly responsible administrative position that will provide administrative oversight and management of all Town sponsored recreational programming, camps and special events. Perform a variety of duties associated with the planning, development and operation of a comprehensive public recreation program.

**Supervision Received:** Receives executive direction from the Mayor.

**Supervision Exercised:** Supervises and directs all full time, seasonal program staff, volunteers, instructors and participants.

**Examples of Essential Job Duties:** The Director of Recreation will be responsible for the following duties:

- Plans and manages a comprehensive Town wide recreation program including all Instructional programs, day camps, and special events.
- Trains, supervises and monitors work performance for all full-time and seasonal personnel.
- Develops and implements appropriate protocol for risk management practice and ensures adherence to all safety rules and regulations.
- Prepares and manages annual budget for recreation program.
- Performs public relation duties; responds to complaints and conducts investigations as needed.
- Coordinates facilities and programs with department staff and other agencies /organizations.
- Coordinates and monitors contracts and insurance agreements for recreation programs.
- Develops short and long range planning for a comprehensive Town wide recreation program and proposes long range capital improvement needs.
- Enforces Town policies, procedures and park rules for staff, instructors, volunteers and enforcement of consistent operating procedures; determines maintenance needs including compliance with health and safety codes.
- Works to achieve professional development goals which will facilitate the successful completion of departmental objectives for all recreation staff.
- Any other duties as directed by the Mayor.

**Knowledge, Skills and Abilities:**

- Skill in the use of common computer programs including Microsoft Office, Publisher, Power Point, and Excel, and appropriate scheduling software.
- Successful practices and knowledge of principles, rules, and procedures of organized competitive sports, athletic and recreational programs, objectives of public recreation and athletic programs, principles of supervision, organization, administration, maintenance, and operation of an aquatic program.

- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public and manage programs.
- Ability to develop and implement oral and/or written directions.
- Ability to know how to provide a variety of revenue based programs in the areas of general recreation programs, athletic leagues, special events and instructional classes.
- Ability to create and maintain a budget.
- Ability to communicate and establish rapport, understanding and confidence with participants and the general public; exercise independent judgment in the application of program policies and procedures; plan, promote, organize, and coordinate recreation programs and events; and be a strong leader.

**Minimum Qualifications Required:**

Bachelor's Degree from an accredited college or university in one of the following related fields or disciplines; Park & Recreation Administration, Recreation and Leisure Studies, Sports Management or Kinesiology.

**Experience:** Minimum requirement of five (5) years of experience in a parks and/or recreation program in a supervisory/management capacity with a preference towards local government experience. Thorough knowledge of recreation equipment, facilities, and programs required in a comprehensive park and recreation program.

**License or Certificate:** American Camp Association Day Camp Director's Certificate and Connecticut Motor Vehicle Operator's License is required.

**Physical/Mental Exertion/Environmental Conditions:** Works in office, facilities and outdoor settings subject to various weather and environmental conditions. May be required to lift and move light to medium weights, must be able to work under stress from demanding deadlines and changing priorities and conditions. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission January 17, 2017.