

Community Program Director Job Description Town of Vassalboro, Maine

Nature of Work:

This is a Department Head position, overseeing the Recreation Department for the Town of Vassalboro, Maine. The Director is responsible for effectively and efficiently developing recreation, cultural, social and leisure opportunities for the residents of the Town. Supervision is exercised over a large number of seasonal volunteers. Work is performed under the general supervision of the Town Manager, subject to review through observation, reports and results achieved.

The Director is responsible for planning, directing, coordinating, advertising, controlling, staffing, and evaluating all activities of the department. A primary responsibility of the Director is to maintain good relations with local citizens, Recreation Department Volunteers, other local government employees, school department, and other related agencies.

Essential Duties and Responsibilities:

Delivers recreational, cultural, social and leisure opportunities to the residents of Vassalboro, and develops new programs to fit the demands of the community. Works to gain community input in matters regarding programming, policy and operations.

Plans, directs, supervises and schedules all youth sports, adult leagues, summer recreation programs, seasonal activities and other recreational program opportunities for all ages.

Advertises all programs through the various media to ensure that all residents have the opportunity to participate.

Evaluates all programs for effectiveness, efficiency and service to the community, and maintains statistical reports of all activities and participants.

Directs the maintenance and upkeep of municipal recreation areas. Schedules all fields in concurrence with the school department and other user groups, so as to maximize maximum and equitable use of these facilities.

Attends appropriate meetings to explain and promote the department's present and future programs.

Recruits, trains, and supervises the necessary volunteer people to staff the department and its programs.

Keeps informed as to the affairs of trends in the recreational field, and insures that the duties and responsibilities of the volunteers of the department are properly performed.

Is responsible for the preparation and review of the annual departmental budget and for the control of departmental expenditures. Organizes any needed fundraising efforts.

Orders equipment and supplies for the department and ensures that the equipment is properly maintained and inventoried, keeping proper records related to such.

Collects and accounts for all registration and user fee revenues.

Completes and forwards all necessary reports that may be required in a timely fashion.

Requirements of Work:

Knowledge of goals and objectives of public recreation, an understanding of the needs of the community in respect to recreation, and the ability to formulate and administer programs to meet community needs.

Ability to plan, organize, direct and evaluate the department's activities and the personnel involved in delivering those services. Prepares related reports of departmental activities for the Town Manager and Select Board.

Ability to create innovative program offerings based upon the trends in leisure time activities.

Ability to display good leadership in a moral and ethical fashion.

Ability to present information, discuss and make recommendations on problems, and use tact to ensure continuity of the relationship with others.

Ability to establish and maintain effective working relationships with co-workers, other department heads, program participants, Recreation Department volunteers, and the community.

Possess a friendly but authoritative personality that encourages effective and appropriate activity by volunteers, participants, and community.

Knowledge of first aid methods and safety practices used in recreational programming.

Ability to interpret and apply the policies of the Town and the Recreation Committee, and to draft amendments to those policies as needed for Select Board approval.

Ability to work weekends and evenings when needed.

Training and Experience Required:

At least three years of progressive recreational experience in a supervisory capacity; college degree preferred; a history of positive relationships with staff, participants and community; or any equivalent combination of experience and training.