

**TOWN OF PORTSMOUTH, RI**  
**RECREATION DIRECTOR**

Department:	Recreation
Reports to:	Town Administrator
Supervises:	Seasonal Staff and Volunteers
Position Status:	Exempt
Union/Non-Union:	Non-Union

**Position Summary/Purpose:**

The purposes of this position are to plan, organize, and supervise a comprehensive public recreation program for the community, including special programs and activities and varied seasonal indoor and outdoor activities and programs. Oversees all recreation areas, including parks and waterfronts. Evaluates the needs of the various populations served and seeks out new ideas and methods to provide the appropriate services. The Recreation Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Essential Job Functions:**

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

- Plans, organizes, initiates and directs comprehensive community recreational programs and activities in the department and evaluates the effectiveness of programs and recreational needs of the community; develops short term and long range comprehensive departmental plans; presents new programs and policies to the Town Administrator for approval. Evaluates and adjusts various program and activities throughout the year.
- Oversees and/or directs indoor and outdoor recreation programs including the scheduling of events, facilities and activities, planning celebrations, scheduling and training volunteer and seasonal staff, and coordinating with sports leagues.
- Monitors care and maintenance of athletic fields, waterfronts, parks, camp sites and tennis courts; inspects recreation facilities, equipment and waterfront areas. Performs daily maintenance of public bathrooms/garbage collection. Requests repairs or performs light maintenance. Coordinates with outside contractors.
- Reviews and develops, as warranted, operating procedures for the use of outdoor and indoor facilities, athletic fields, recreation facilities, beaches and all recreational programming and activities; develops safety practices for use of all facilities and programs.
- Conducts surveys to determine recreation needs. Studies conditions, needs and trends

- affecting recreation and park requirements of the Town and proposes new offerings.
- Oversees orientation program for seasonal staff; contracts program instructors as needed for youth and adult programs. Develops and distributes instructor guidelines as needed.
  - Prepares grant proposals for recreational programming. Ensures safe working conditions for employees through training programs as required by State and federal agencies. Coordinates summer crowd control with the local police.
  - Supervises and/or conducts the registering of program participants; collects fees and maintains financial records of each program; processes payments to instructors; develops and distributes informational material about department programs and activities that are advertised through schools, newsletters, the web and other forms of social media.
  - Coordinates the use of facilities with school officials; acts as the high school liaison. Speaks to community groups and responds to citizen complaints.
  - Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines whether the incident or accident was preventable.
  - Develops Department policies and procedures and assigns, trains and supervises staff. Consults with Human Resources and Town Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval from Town Administrator for such personnel actions.
  - Prepares, administers and monitors operating budget for department; presents budget to the Town Administrator and answers questions about budget to Town Council as requested.
  - Submits oral and written reports to the Town Administrator and Town Council and State and federal agencies.
  - May work seven days a week in peak seasons.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field and over five years of responsible recreation experience, including administrative and supervisory experience, or an equivalent combination of education, training and experience.

Special Requirements:

Must have and maintain: valid RI driver's license.

Related recreational certifications preferred, such as CPR, First Aid, Lifesaving, and concussion training.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of recreation programming and municipal recreation administration.
- Knowledge of field and waterfront maintenance.
- Knowledge of recreation, sports and social activities as are usual in a public recreation program.
- Knowledge of and ability to coordinate the programming, operation and the request for maintenance of indoor and outdoor facilities.
- Knowledge of social trends and indicators and their impact on recreational policy.
- Knowledge of relevant computer applications.
- Knowledge of municipal recreation budgeting and reporting.
- Ability to develop short term and long range comprehensive plans for programs and activities, and to organize, implement and evaluate such programs and activities.
- Ability to deal effectively with town staff and officials, youth, the public and the media.
- Ability to handle multiple projects and programs at one time.
- Ability to assign, train, and supervise programs, volunteer and camp staff.
- Ability to prepare and administer an operating budget for the department and shared property.
- Excellent verbal, written and presentation skills.
- Aptitude for working with people and maintaining effective working relationships with various groups and the public.
- Aptitude for working with paperwork and details.
- Skill in using office equipment and sports equipment.
- Skills associated with the supervision and training of staff.
- Strong skills associated with organizing and directing programs and activities.
- High level of customer service skills.

**Supervision:**

*Supervision Scope:* Performs a wide variety of routine, technical, management and administrative responsibilities requiring recreational programming. Performs responsibilities requiring independent judgment and initiative.

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

*Supervision Given:* Supervises the seasonal staff and volunteers developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

**Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public; frequently required to perform inspections of outdoor and indoor recreation programs under possible adverse weather conditions, including extreme hot and cold; frequently driving to recreational facilities and sites; frequently required to make minor repairs, move field equipment or set up equipment.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment as well as sports equipment and hand tools.

Makes frequent contact with other municipal departments, the public, schools, vendors, contractors, other towns’ recreation departments and facilities, and volunteers; communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in damages to buildings and/or equipment, monetary loss and/or rework and legal ramifications and/or potential liability.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non-weather related –extreme heat/cold		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel			X	
Climbing stairs	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (heavy equipment/traffic)	X			
Very loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*