

Town of Embden
Recreation Department Director
Job Description

Nature of Work: Responsible for the delivery and administration of a community wide recreation program that provides cultural, educational, and recreational opportunities for the children and citizens of Embden.

Supervision Received: This is an appointed position. Work is performed under the direction of the Selectmen. Accounting of finances will be coordinated with the Town Treasurer and expenditures approved via warrant by the Selectmen.

Supervision Exercised: Supervision of several volunteers who are participating in various aspects of the recreation department programming.

Essential Duties and Responsibilities:

- Position requires varied communication with taxpayers and citizens, municipal officials, volunteers, other municipal employees and the participants in the recreation programs.
- Applies various communication skills in the effective flow and sharing of information.
- Instructs programs for various age group users.
- Develops and prepares written communications including yearly departmental budget, notices, and letters. Also, maintains detailed records of departmental activities and participates in the review of results.
- Makes public presentations to businesses and users in fund-raising and other special events.
- Attends and provides a report at the regular scheduled Selectmen's meetings bi-monthly (*every two months minimum*).

Knowledge Required:

- Developmental and instruction skills pertaining to recreation programming.
- Knowledge of administrative recordkeeping and budgeting.
- Knowledge of swim program including facility set up and maintenance.

Decision Making:

- Position requires both operational level decision making skills as well as the ability to participate in planning discussions with limited supervision and may require some interpretation.
- Development, instruction, and execution of recreational programming.
- Supervision of staff and volunteer activities.

Relationships: Position requires frequent contact with a wide range of individuals and groups. Nature of the contact includes providing information, instruction, and supervision of volunteers. May need to present information, discuss and make recommendations on problems, and use tact to ensure continuity of the relationship.

The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.