

TOWN OF FRANCESTOWN, NH

**JOB DESCRIPTION FOR RECREATION DIRECTOR**  
**PARKS & RECREATION DEPARTMENT**

**JOB SUMMARY**

Is responsible for the administration, supervision, and coordination of all Town recreation facilities, programs, and activities. This also includes assisting in the development of policies, goals and objectives; with oversight responsibilities for budget administration, project management, and routine maintenance. Supervises all waterfront programs and beach activities. Provides consultation on new and existing recreation programs.

**SUPERVISION RECEIVED**

Works with considerable operational independence and judgement under the general supervision of the Town Administrator.

**SUPERVISION EXERCISED**

Provides direct supervision to Francestown Beach Staff. Supervision includes assisting in the hiring process; training, assigning work and duties, scheduling, discipline, and evaluation. Coordinates programs and activities as assigned.

**EXAMPLES OF DUTIES**

The Recreation Director works with the Recreation Committee to accomplish the below listed duties and objectives.

1. Responsible for the Direct Supervision of the Francestown Beach facilities during the operating season, to include training and scheduling of waterfront staff.
2. Develops, coordinates, and implements a broad and diversified program of recreation activities and services to meet the needs of all age groups.
3. Responsible for periodic written reports and/or projects as may be assigned.
4. Assists with the planning, organizing and promotion of special events and activities.
5. Develops a community public relations program through the media, public meetings, speaking engagements, etc. Handles citizen and community complaints.
6. Assists with recruiting, training, and supervising volunteers.
7. Plans, organizes and promotes special events and activities.

8. Position requires occasional attendance at meetings, workshops, etc.
9. Studies conditions, needs, and trends affecting the parks and recreation needs and requirements of the Town. Performs long range and immediate planning to meet community needs for recreation space, facilities, programs, and personnel.
8. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Extensive knowledge of the principles and objectives of waterfront safety. Extensive knowledge of the facilities, equipment, and maintenance needed in a beach facility. Basic knowledge of a wide variety of recreational activities. Basic knowledge of human behavior, as applied to varied groups participating in recreational activities. Ability to plan, organize, coordinate, and direct activities and personnel involved in a seasonal recreation facility and programs. Ability to establish effective working relationships with employees, Town officials, civic organizations, and the public. Ability to write and speak effectively in English.

### **MINIMUM QUALIFICATIONS REQUIRED**

High School graduate or GED. Experience in recreation, including supervisory, administrative, and youth programming. Possession of a valid driver's license. OR equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects and equipment; required to reach with hands and arms. Participation in physical recreational activities in high-energy environments may be required. Traversing grass and paved surfaces may be required. Walking or standing for extended periods may be required; running and climbing may also be required. Ability to lift, carry, push, and pull in order to move objects. Work performed outdoors under varied conditions involving some disagreeable factors such as inclement weather, cold, heat, dirt, and dust; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, wildlife, underwater hazards, and insects and bees. Seasonal, irregular and extra hours may be required.