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TOWN OF LEDYARD
PARKS, RECREATION, AND SENIOR CITIZENS DEPARTMENT
LEDYARD SENIOR CENTER

DIRECTOR OF PARKS, RECREATION AND SENIOR CITIZENS

NATURE OF WORK:

The Director oversees the long-range planning function, operations and management of the Parks, Recreation, and Senior Citizens Department . Implements strategies and systems to enhance operations, management of employees, customer satisfaction and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

SUPERVISION RECEIVED:

Receives direct supervision from the Mayor. General direction on matters of policy from the Parks, Recreation, and Senior Citizens Commission.

SUPERVISION EXERCISED:

Supervises the department staff, including full, part-time, seasonal employees, van transportation drivers, Nutrition Site Server, as well as volunteers.

ESSENTIAL JOB FUNCTIONS:

Directs and oversees a comprehensive year-round community parks and recreation program including the management of recreation centers, athletic fields/courts, parks, open spaces and beach.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations.

Attends monthly Commission meetings and communicates official plans, financial reports, activity reports, policies and procedures to the Parks, Recreation, and Senior Citizens Commission, Town administration, staff and the general public.

Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time; order all new and replacement equipment.

Perform public relations duties to promote the Parks, Recreation, and Senior Citizens Department in the community. Make presentations on behalf of the Department to Town commissions, boards, special committees, civic groups and the general public.

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Coordinates department activities with other departments and agencies as needed.

Promote interest in programs through publicity, brochures, and appropriate marketing strategies.

Coordinates the recreation program with the parks program, other Town departments and outside organization such as the school district and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Supervises and manages the planning of new parks, playgrounds and all amenities necessary for the proper construction and maintenance of these facilities. Prepares cost estimates for improvements in the park facilities; oversees construction projects and park improvements.

Responds to oral and written inquiries from the public, patrons and other Town employees.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Oversees the Senior Center Van Transportation program, manages vehicle maintenance, coordinate grant applications for vehicle replacement.

Approves purchase orders as required.

Review line item expenditures to comply with the current budget.

Seek alternative means to support Department programs (grants, donations etc.).

Attend Mayor's Department Head meetings.

Represent the Senior Center in Community and Senior Center sponsored events.

Provide for the daily operation and maintenance of the Senior Center facility and grounds by working directly with the Public Works Department.

Adhere to Town and Commission policies regarding rental/usage of the Senior Center facilities.

Assume the responsibility to see that all programs are conducted within the guidelines set by the Commission.

Attend bimonthly regional Senior Center Meetings.

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Collaborate with area Senior Centers to provide regional events promoting socialization amongst the senior population.

Work closely with Senior Housing to better serve the Senior population.

Interact, socialize, and engage the senior population to evaluate their well-being.

Registration, collection and accounting of daily fees received from various programs, using computerized registration system. Quarterly, sets up and maintains registrations using myRec.com. Registers participants to programs, updates account information, enters payments, etc., using myrec.com.

Attend and host monthly regional Parks & Recreation Collaborative meetings.

Plan and coordinate regional youth fitness events with area Parks & Rec Departments promoting youth fitness in Southeastern Connecticut.

**** The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions 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.****

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Thorough knowledge of the principles and practices of parks and recreation programs; extensive knowledge of the principles and practices of maintenance, construction and use of public buildings and park facilities; knowledge of community recreation needs and resources.

Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies and the public.

Ability to organize and express thoughts and ideas through written and oral communication.

Ability to acquire knowledge of State Statutes and Town of Ledyard ordinances, resolutions, rules, regulations and policies impacting the department.

Ability to exercise mature judgment, maintain confidentiality and make responsible decisions in accordance with established policies and procedures.

Knowledge and compassionate understanding of the needs of the elderly and a desire to assist them in maintaining their independence.

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Ability to work a flexible schedule to provide emergency coverage at the Senior Center.

Maintains computerized spreadsheets, and databases, and generates necessary reports.

Maintains department websites and Facebook pages.

Experience and Training

Must possess a bachelor's degree in Recreation, Physical Education, Leisure Services or a related field. Seven (7) years experience in recreation administration at senior level is preferred. Ability to supervise the work of others in a manner conducive to full performance and high morale. A comparable amount of training or experience may be substituted for the minimum education requirement.

Additional Requirements

- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.
- Means of transportation.
- Means of contact.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

LICENCE OR CERTIFICATE:

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Valid Connecticut Motor Vehicle Operator's License

Parks and Recreation Professional certification (CPRP).

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*****

Adopted by the Ledyard Town Council on _____

Linda Davis, Chair