

Town of Barrington, New Hampshire

Title:	Assistant Recreation Director	Department:	Parks and Recreation
Grade:	17 step 3	Wage Range:	\$19.09 -\$20.76 per hour
Supervisor:	Director of Recreation	Hours:	Mon-Sat, hours vary
Initiated:	May 2007	Last Revised:	December 30, 2014

Job summary

Under the supervision of the Recreation Director; plans, organizes and coordinates a comprehensive community recreation program for seniors, adults, teens and youth. Including but not limited to physical activities, athletics, special interest classes, vacation camps, summer day camps, and extensive before and after school programs & pre-school programs.

Summary of essential job functions

- Evaluate the recreational needs of the community and coordinate recreational staff in the development and implementation of community recreation programs.
- Organize and plan community events and leisure time activities such as special events and specialized programs.
- Prepare or coordinate publicity including news releases, flyers, pamphlets and brochures.
- Perform and/or oversee set up and breakdown of equipment for activities; organize volunteers to assist with programs
- Assist in maintaining facility schedules.
- Ability to communicate effectively, orally and in writing.
- Supervise, train and evaluate part-time and seasonal recreation staff, special interest instructors and volunteers.
- Ability to interact with parents, participants, volunteers and others involved with the Recreation Department using tact, understanding and patience.
- Ability to establish and maintain effective working relationships with co-workers, public groups, agencies, school officials, the media and town officials.
- Meet with individuals, community groups, school personnel and advisory groups to assure programs and activities are meeting the needs of the community.
- Maintain records and develop reports to evaluate the effectiveness of new or ongoing programs.
- Recommend the purchase of necessary equipment and supplies.
- Assist in the preparation of Grant Submittals/Requests.
- Prepares cost analysis reports for programs and monthly program reports. Assist the Director in budget preparation and administrative tasks.
- Attend and participate in Recreation Commission meetings.
- Willingness to continue education through trainings to maintain awareness of current trends.
- Perform duties of Director of Recreation in the event of absence.
- Perform related duties as assigned.

Minimum Qualifications

- Degree from a four-year college or university with a degree in leisure Services, Recreation Administration, Business Administration, Sports Management. CPRP preferred.
- One year recreation experience including community programming; management/leadership; public relations.
- Knowledge of procedures for implementing a variety of recreational activities and programs.
- Knowledge of recreational and social needs of the community.
- Willingness to work irregular hours, including nights and weekends.
- Must be able to lift between 20-40lbs.
- Must possess skills in the operation of a computer with proficiency using common and department applicable software.
- Vermont Systems knowledge preferred.
- Must possess a valid Driver's License.
- Must be First Aid and CPR certified.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Application Deadline: Friday, January 16, 2015 at 4:00 pm

Please forward resume & cover letter to:
Barrington Recreation Department
C/O Recreation Director
P.O. Box 660
Barrington, NH 03825