

TOWN OF LIMESTONE, MAINE

JOB DESCRIPTION

Director of Parks and Recreation and Trafton Lake

NATURE OF WORK/JOB SUMMARY

This is a professional, administrative, directorship position that also requires substantial hands-on work creating, participating in, implementing and directing programs, activities, facilities and all other aspects of the Limestone Recreation Department. In addition, the position is responsible for overseeing and directing the operations and facilities of Trafton Lake and Campground.

This position works closely with the Parks and Recreation Committee. Work duties are performed with considerable independence. This position reports to the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Not necessarily an exhaustive list)

Oversees and directs all operations and buildings and grounds of the Town Recreation and Trafton Lake and Campground.

Plans, develops, schedules, supervises and works hands-on in/with a wide variety of customary sporting activities for children/youth; for example: various gym activities, swimming, soccer, basketball, ice-skating and appropriate seasonal sports programs and activities.

Creates, plans, develops, schedules, supervises a wide variety of recreational activities and seasonal events for those of all ages; currently this includes, but is not limited to the year-round community swimming pool, Annual Winter Fun Day, Halloween Carnival and Limestone's 4th of July Celebrations.

Proactively sees out to develop new activities and events, working closely with the Parks & Recreation Committee, other Town organizations, and work with surrounding Aroostook County Rec Directors to plan and organize recreation events and travel sports programs.

Schedules space for activities at frequently used facilities including but not limited to the Limestone Community School.

Responsible for overseeing that upkeep is maintained on all Recreation buildings, facilities and grounds.

Works closely with the Parks & Recreation Committee, attends and assists in the preparation of all their meetings, including chairing or working closely with the Chair to post notices of meetings and maintain accurate records/minutes.

Maintains and promotes open, collaborative communications and coordinates and works cooperatively with other Town Departments, Committees, and outside organizations including but not limited to Limestone Community School Administration, the Limestone Chamber of Commerce and the Maine School of Science and Mathematics (MSSM)

Promotes interest in town programs and activities and informs general public and others of such through a wide variety of sources including but not limited to correspondence, public speaking, media releases, and social media.

Communicates and explains official plans, policies and procedures to staff and the general public.

Responds to the public and addresses public relations matters timely and effectively.

Remains mindful when working around children and youths to display only the best proper conduct, realizing at all times that you may be seen by them as a role model.

Prepares monthly Rec Department report to keep Town Manager and Selectboard informed.

Assures of the readiness of the seasonal opening (usually around Memorial Day) of Trafton Lake & Campground, including but not limited to making certain the facilities are clean and equipment functional, water has been turned on, tested, and cleared for use, and the campsites ready for the seasonal and short-stay campers.

Supervises the resident campground helper and sees to quick responses to campers' and campgrounds' issues or needs.

Assures of the Town's compliance with water quality testing at Trafton during open season, including taking water samples on a weekly or other basis as mandated by regulations.

Assures Trafton campground patrons' compliance with all campground rules and regulations.

Works with and assists the Snowmobile Club in securing the yearly grant/funds from the state.

Plans for, develops, and presents to the Town Manager, Board of Selectpeople, and Town Meeting the yearly departmental budgets for the Recreation Department and is responsible for seeing to the approved budgets' proper and cost-effective implementation.

Responsible for all Rec Department purchases of equipment, services, and other items following established policies, and special directives, and own discretionary judgement.

Makes certain invoices are submitted for payment and/or approval as required within establishes time-frames, policies, and financial limits, working with the appropriate town office staff.

Responsible for seasonal and year-round staff and volunteers, including working with the Town manager on recruitments and hiring, and supervises and creates work schedules and assignments for same.

Assures of compliance with all workplace safety laws and regulations as mandated by the Maine Department of Labor, OSHA, other regulatory bodies, Town insurance provider, Limestone Community School Administration, MSSM or other facility providers when not in/on Town-owned property.

Monitors and evaluates Department's operations and facility and other aspects recommending changes/modifications where and when deemed appropriate to continuously improve our service to the public.

Performs a variety of other duties as needed such as answering phones, running errands, shopping for supplies or food, set-up and clean-up of facility, staffing of facility and events, and assisting other staff in performance of duties when needed.

Performs related duties as assigned/needed.

KNOWLEDGE, SKILLS, ABILITIES REQUIREMENTS

(Including but not limited to)

Ability to perform all essential duties as listed in Essential Duties and Responsibilities section.

Knowledge of community recreation programs, especially municipal in particular, including knowledge of recreation facilities and equipment and their proper use.

Knowledge of a wide variety of recreation activities and team and other sports.

Understanding of the needs and issues of a community with respect to recreation, and the ability to formulate and administer programs to meet community needs.

Ability to work well independently and in group settings.

Ability to establish and maintain effective working relationships with other Town Departments, outside organizations, committee members, volunteers, program participants and the general public.

Possess considerable knowledge of first aid methods and safety precautions used in recreation programming. Knowledge of workplace safety requirements of OSHA and Department of Labor.

Maintain knowledge of the certifications required of personnel that interact with the general public, including children, during Town-sponsored programs and events.

Ability to interpret effectively the policies of the Department and to explain to employees and the public.

Ability to work with the public (residents, business, and others in the community) and in a highly visible and accountable position and environment. Ability to take criticism and respond in a professional, calm manner.

Ability to understand and follow complex oral and written directions.

Ability to effectively communicate in correct written and verbal English language communications.

Ability to perform basic mathematical operations at least to the level of ability to create and manage budgets, timesheets, handle purchases and distinguish among options for the best use of financial resources.

EDUCATION, TRAINING, EXPERIENCE PREFERRED

Prefer graduation from a college/university with a BA/BS or Associate’s Degree in Recreation/Sports/Leisure or related field, supplemented with some Management/Business curricula and 3-5 years progressively responsible experience in the field; or any combination of education/experience/training deemed equivalent by the Town Manager, relative or outright.

OTHER REQUIREMENTS/CERTIFICATIONS

(Not an exhaustive list as needs or legal certifications/requirements may change)

Valid Maine driver’s license, Class A or B preferred.

CPR, First Aid, lifeguard and AED certified, or ability to acquire these certifications as soon as possible upon hire.

Must be able to pass all security clearances, extensive background checks, criminal and other, drug testing, and at least all other investigations customary for those working with and around children and/or for public school. All investigations and testing must result in an acceptable status as determined by the Town Manager or any Town Policies that may be in place or enacted.

DISCLAIMER

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

Town Manager

Rec Director

Date _____

Date _____