

TOWN OF SUDBURY

Position Posting

Assistant Recreation Director/Adaptive Sports Specialist

Park and Recreation Department

35 hours per week

The Town of Sudbury is seeking highly responsible and qualified applicants for the position of Assistant Recreation Director/Adaptive Sports Specialist. Responsibilities include planning and managing the operations of the comprehensive community recreational program for children and adults within the town, as well as, managing the Adaptive Sports and Recreation Program including program development.

Applicants must be Certified Therapeutic Recreation Specialist or a Certified Park and Recreation Professional. Successful candidates will possess experience working with varying populations with disabilities and different age groups. Must be team oriented, have excellent customer service skills and at least two years of experience. Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR>.

Starting salary range is \$45,560 - \$49,195 plus excellent benefits. Send letter of interest and resume to: Nancy McShea, Park and Recreation Director, 40 Fairbank Road, Sudbury, MA 01776 or by email to mcshean@sudbury.ma.us. Resumes accepted until May 29, 2014. AA/EOE.

See detailed Job Description Below.

Assistant Recreation Director/Adaptive Sports Specialist

(Revised 4/30/14)

Definition

Administrative, supervisory and instructional work assisting the Park and Recreation Director in planning and managing the operations of the comprehensive community recreational program for children and adults within the town. Oversee and manage the Adaptive Sports and Recreation Program including program development. Administrative, supervisory and instructional work in planning and managing the operations of the comprehensive community Adaptive Sports and Recreation Program for children and adults with disabilities. This includes: all other related work, as required.

Supervision

Works under the general direction of the Director of Parks and Recreation; using and/or modifying established procedures, to complete the work in accordance with established departmental policies and standards. Performs responsible functions that require the exercise of independent judgment and initiative in designated areas of administration, planning and daily operations. Exercises considerable initiative and independent judgment in the planning, administration and execution of the adapted sports and recreation programs. Has direct supervisory responsibility for 3 full- time employees, as well as part-time seasonal employees, as well as numerous volunteers in addition to part-time year round staff.

Job Environment

Some work is performed under typical office conditions with regular interruptions from the general public work is frequently conducted outdoors with exposure to various weather conditions. Nature of work performed frequently requires irregular work schedules, such as evening and weekend hours during cyclic or seasonal periods.

Serves as the department CORI/SORI records check officer.

May be required to assume the responsibilities for subordinates in their absence.

Coordinates Fairbank Community Center use with Council on Aging staff and other community groups.

Assists in the development of grant applications. Maintains documents and records as directed to assure compliance with local, state and federal record keeping requirements. Keeps Recreation Director informed of developments and problems on a regular basis.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone. Will utilize the Department's online registration program Sportsman and will email via Microsoft Outlook. Operates an 8 passenger van as needed..

Makes constant contact with the general public, numerous town department and officials such as the School Department, the Department of Public Works, the Police and Fire Departments, and local civic organizations. Contacts require persuasiveness and resourcefulness to influence the behavior of others.

*Town of Sudbury
Asst. Recreation Director/Adaptive Sports Specialist*

Has access to department-oriented confidential information, such as personnel file, collective bargaining negotiations, and bid documents.

Errors could result in personal injury to self or others, monetary loss, and legal repercussions

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission 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.

Assists the Park and Recreation Director with planning, organizing, scheduling, coordinating and supervising a community recreation program of year-round activities for children and adults which is culturally, socially, mentally and physically based.

Assists with the training of camp staff and the evaluation of camp programs. Makes recommendations and provides work schedules.

Investigates and takes corrective action on resident complaints. Documents incidents. Shares concerns with the Park and Recreation Director.

Assists in maintaining financial records of all program income received, program expenditures, and purchase and maintenance of equipment. Assists in program planning and budgeting process; completes spreadsheets showing program income and expenditures and assists in preparing estimated budgets for the next year's budget. Assists the Park and Recreation Director in planning both short and long term capital improvement programs. Assists in the preparation of specifications for departmental purchases. Supervises departmental projects as assigned.

Serves as Park and Recreation Director in his or her absence. Assists in planning, organizing and evaluating a variety of year round recreational activities for people of all ages. Assures the required documents, licenses, certifications, insurance, liability waivers, etc. are on file for contractors, staff, volunteers, participants.

Provides input for the selection of personnel and recommends personnel actions; assists with department level personnel functions, such as supervising staff, providing input for staff training/professional development and performance evaluations of subordinate staff; provides first line resolution of employee problems and issues.

Serves as liaison between instructors and staff by providing all relevant information regarding programs and participants to the instructors. Publicizes recreational programs through press releases to the local newspaper, distributing fliers at the local schools, and updating and maintaining all of the information that is displayed on the website.

Prepares rooms and other areas where programs are held.

*Town of Sudbury
Asst. Recreation Director/Adaptive Sports Specialist*

Coordinate joint programs with ordering and purchasing supplies for recreational programs such as sports equipment, arts and crafts supplies; t-shirts, etc. Monitors inventory of department equipment, materials, and supplies; ensures availability of adequate materials to conduct program activities; initiates orders for new/replacement materials.

Promotes use of recreation facilities for non-program rental and use; publicizes availability, provides access and information for potential users, coordinates function/event incidentals (equipment, furnishing, etc.) and schedules use; assures required documents from users are on file (insurance, liability waivers, etc.) and secures payment.

Errors could result in delay or loss of service, personal injury, and injury to others, damage to buildings and equipment, monetary loss or expense, loss of public confidence and legal repercussions. Performs similar or related work as required, or as a situation dictates.

Under the direction of the Park and Recreation Director plans, organizes, schedules, coordinates and supervises a community based, year round adaptive sports and recreation program for children and adults with disabilities.

Responsibilities include:

Organize and oversee year round adaptive sports and recreation programs. Managing and overseeing the performance of over 15+ program instructors, staff and volunteers seasonally.

Responsible for the intake interview and assessment of participants prior to participation. Responsible for making appropriate accommodations and recommendations for programming based on these assessments. Responsible for coordinating services with the school department, park and recreation department and outside sources. Assure program evaluations are completed by participants. Schedules facilities and field usage with the Park and Recreation Program Coordinator seasonally. Submit program plans to the Program Coordinator in a timely fashion to be included in each edition of the Department's brochure. Maintains financial records of all program income received, program expenditures, and purchase and maintenance of equipment and vehicles.

Responsible for the development and implantation of a community based inclusion camp program during the summer camp season. Responsibilities to include intake, assessment and recommendations to potential participants and supervision of seasonal inclusion staff.

Coordinates with individuals and groups. Schedules and coordinates program facilities, personnel, and transportation. Communicates with local School District to help identify target populations and to facilitate dissemination of information.

Investigates and takes corrective action on resident complaints.

Pursues grant opportunities to assist with funding of adaptive programs and to provide scholarship opportunities for participants.

Maintains professional licensure and certification as a Certified Therapeutic Recreation Specialist through the National Council for Therapeutic Recreation Certification

*Town of Sudbury
Asst. Recreation Director/Adaptive Sports Specialist*

Attends night meetings as needed for the Commission on Disabilities. Works evenings and/or weekends as needed related to adaptive program needs.

Publicizes adapted recreation programs and encourages participation through brochures, personal contacts, and local newspapers. Advertising programs using online media outlets, newsletters, networking events, and 5 program brochures annually.

Works as a member of the Park and Recreation Team. Assists in planning, organizing and evaluating a variety of year round recreational activities for people of all ages.

Ability to develop and adapt innovative cost-effective programs to meet community needs.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications, Education and Experience:

Bachelor's Degree in either Therapeutic Recreation or Recreation; two years' experience in therapeutic recreation and experience with adapted populations, preferably in a municipal setting; or an equivalent combination of education and experience. Three to five years of progressively responsible experience in the delivery of administrative and operational recreations services.

Special Requirements:

- Possession of a Massachusetts motor vehicle operator's license
- Certification and Licensed as a Therapeutic Recreation Specialist (preferably) or Certified Park and Recreational Professional
- Certification in CPR and First Aid
- Ability to pass a CORI certification
- Ability to pass a SORI certification
- Knowledge of safety regulations for public recreational facilities.
- Ability to program and schedule activities on a long and short term basis.
- Demonstrated supervisory and managerial skill.

Knowledge, Ability and Skill:

Knowledge:

Thorough knowledge of the principles and practices of community therapeutic recreation management and athletic program curriculum management.

Ability:

Ability to deal effectively and diplomatically with other town employees and the general public.
Ability to communicate clearly and concisely, both orally and in writing with people of all ages.
Ability to develop and adapt innovative cost-effective programs to meet community needs. Ability to instruct others. Ability to use a computer including spreadsheet and word processing applications.
Ability to operate a telephone and standard office equipment.

Skill:

Excellent planning and organizational skills. Excellent customer service skills. Skill in coordinating various programs and projects simultaneously. Budget development and monitoring skills.

Physical Requirements:

*Town of Sudbury
Asst. Recreation Director/Adaptive Sports Specialist*

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. May be some requirement to lift, move, push and/or carry weights of up to 25 pounds. Vision requirements include the ability to read detailed and routine maps, plans, documents, and use a computer.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide/or personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)