TOWN OF SUDBURY
Position Available

Assistant Park, Recreation and Aquatics Director
Park and Recreation Department
35 hours per week

The Town of Sudbury is seeking highly responsible and qualified applicants for the position of Assistant Park, Recreation and Aquatics Director. Responsibilities include planning and managing the operations of the comprehensive community recreational program for children and adults within the town, as well as run/assist in running aquatic type programs, such as swim clinics, triathlon training groups, etc.

Position requires evenings and/or weekends as needed related to recreation and aquatic program needs.

Successful candidates will work as a member of the Park, Recreation, and Aquatic Team. Assist in planning, organizing and evaluating a variety of year-round recreational activities for people of all ages; and have the ability to develop and adapt innovative cost-effective programs to meet community needs.

Must be team oriented, have excellent customer service skills and have at least three to five years of progressively responsible experience in the delivery of administrative and operational recreation and aquatic services. Candidates must meet minimum requirements contained in job description posted at http://sudbury.ma.us/departments/HR .

Starting salary range is $50,311 to $56,451 (full range to $66,168) plus excellent benefits. Send letter of interest and resume via email to Bilodeaum@sudbury.ma.us . Position is open until filled with the *initial review of applicants beginning Feb. 6th.*
AA/EOE

See detailed Job Description attached.

Assistant Park, Recreation & Aquatic Director

Position Purpose:
Administrative, supervisory and instructional work assisting the Park, Recreation, and Aquatic Director in planning, organizing, and managing the operations of the comprehensive community recreational program for children and adults within the town. Oversee the Adaptive Sports and Recreation Program. Assist the Park, Recreation and Aquatic Director by providing leadership on an organization-wide and community basis to ensure that public services are provided in alignment with the Department and Town's strategic objectives. Assist the Director in staff and team development and overall learning for improved operational decisions, planning, organizational development initiatives, and ensuring delivery of quality services to the Sudbury Community. This includes: all other related work, as required. Assumes the responsibilities of the Director functions in his/her absence.

Supervision:
Supervision Scope: 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 aquatic and recreation programs.

Supervision Received: Works under the general direction of the Director of Park, Recreation and Aquatic Director.

Supervision Given: Has direct supervisory responsibility for 5 full- time employees, part-time seasonal employees, as well as numerous volunteers and 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. Additional duties may be performed in a large aquatic facility and under pool facility conditions. Nature of work performed frequently requires irregular work schedules, such as evening and weekend hours during cyclic or seasonal periods; also dealing with pool chemicals.

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

Assists in the coordination of the 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, Myrec, and will email via Microsoft Outlook.

Makes constant contact with the general public, numerous town departments 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.

Has frequent contact with the general public, including children of all ages and abilities as well as adults and seniors, requiring a high level of patience, tact and discretion. Contacts are mostly in person, occasionally by telephone and e-mail involving discussions on pool safety, memberships, programs, procedures and policies.

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

Working knowledge of pool filtration systems, pool maintenance, swim teams, and dive teams.

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, Recreation & Aquatic Director with planning, implementing, organizing, scheduling, coordinating and supervising all functions and resources of the department to achieve the strategic objective of the department and Town in an effective and efficient manner.

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

Assists with the recruitment, selection, promotion, supervision, training, and evaluation of approximately 50 department seasonal staff as well as 5-10 year round program staff. Makes recommendations and provides work schedules.

Conducts and attends a variety of training seminars, staff meetings, community, and recreation meetings as needed.

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.

Investigates and takes corrective action on resident or member complaints. Documents incidents. Shares concerns with the Park, Recreation, & Aquatic 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 program analysis through software (MyRec) showing program income and expenditures

and assists in preparing estimated budgets for the next year's budget. Assists the Park, Recreation, and Aquatic 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, Recreation & Aquatic Director in his or her absence. Assists in planning, organizing and evaluating a variety of year-round recreational and aquatic activities for people of all ages. Assures the required documents, licenses, certifications, insurance, liability waivers, etc. are on file for contractors, staff, volunteers, participants.

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, as needed.

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.

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.

Assure program evaluations are completed by participants.
Assists in scheduling facilities and field usage.
Assists in troubleshooting aquatic issues, including but not limited to filtration problems.

Assists the Park, Recreation and Aquatic Director in the evaluation of all park, recreation and aquatic department programs and operations.

Assist with all registrations, recreation and aquatic.

Assist the Park, Recreation and Aquatic Director in ensuring the safety of the aquatic facility for use by participants, by adhering to proper state Board of Health Codes Minimum Standards for Swimming Pools.

Submit program plans 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.

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.

Investigate and take corrective action on resident complaints.

Attends night meetings for the Commission on Disabilities and serves as the Town Liaison to the Commission on Disability.

Works evenings and/or weekends as needed related to recreation and aquatic program needs

Runs or assists in running aquatic type programs, such as swim clinics, triathlon training groups, etc.

Assists in advertising programs using online media outlets, newsletters, networking events, and 4 program brochures annually.

Works as a member of the Park, Recreation, and Aquatic 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.

Assists in marketing for the department including monthly newsletters, special event newsletter, department website, and social media.

Meet regularly with the Park, Recreation and Aquatic Director.

Recommended Minimum Qualifications, Education and Experience:

Education and Experience:

Bachelor's degree in Recreation, Physical Education, Health/Business Administration or a closely related educational field; three years in the management of a recreational or aquatic facility, management of parks, playgrounds, pools and public facilities. Three to five years of progressively responsible experience in the delivery of administrative and operational recreation and aquatic services.

Special Requirements:

Possession of a valid motor vehicle operator's license
CPR and first aid certification
Certification as a Parks and Recreation Professional (CPRP) preferred
Ability to pass a CORI certification
Ability to pass a SORI certification
Knowledge of safety regulations for public recreational and aquatic 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 office equipment and computer applications. Knowledge of the theory and philosophy of recreation and aquatics, and the ability to interpret this philosophy to others. Strong working knowledge of recreation management, programming, management, principles and procedures. Strong supervisory experience and knowledge of administrative principles and techniques.

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. Ability to understand the recreational problems of a community in order to formulate and administer specific and specialized recreation programs. Ability to motivate and continue to inspire the best efforts of others. Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages. Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

Skill: Professional administrative skills including strong interpersonal communication skills, writing skills, as well as solid computer skills. Advanced skill in publishing, word processing, and spreadsheet computer software applications. Strong supervisory skills in a recreational and aquatic environment. Excellent organizational skills. Excellent customer service skills. Excellent planning and organizational skills. Skill in coordinating various programs/projects simultaneously. Budget development and monitoring skills.

Physical Requirements:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, and is subject to change by the employer as the needs of the employer and requirements of the job change.)