

Bristol Recreation Department

P.O. Box 249, Bristol, Vermont 05443

Phone: 453-5885 Fax: 453-5188 or www.bristolrec.org or e-mail: bristolrec@gmavt.net

POSITION TITLE: Recreation Department Director

RECREATION DEPARTMENT MISSION STATEMENT

The Bristol Recreation Department is committed to offering lifelong learning opportunities through a wide range of quality recreational and performing arts activities to people of all ages.

SALARY: \$35,000 to \$45,000 depending on education and experience.

REPORTS TO: Town Administrator

POSITION SUMMARY

Plans, organizes, and coordinates a year-round community recreation program for seniors, adults, youth and visitors, including physical activities, special interest classes, summer programs & seasonal community events. Supervise Hub Teen Center/Skatepark & Bristol Pottery Studio and staff at both locations.

DUTIES AND RESPONSIBILITIES

- Conduct outreach to all segments of the community to identify and support the creation of innovative programs and provide opportunities to involve and integrate the residents of the community.
- Plan, coordinate, supervise, conduct and evaluate a wide variety of recreation programs and events.
- Recommend modifications to recreation programs, events, and activities as appropriate.
- Manage rental/use of Holley Hall upstairs, Howden Hall downstairs, the Town Green, and other parks.
- Oversee operation of the Bristol Clay Studio and the Hub Teen Center and Skate Park, including staff at both locations.
- Train, supervise, and evaluate the work performances of personnel.
- Monitor trends within recreation and activity field.
- Coordinate and supervise recreation volunteers.
- Maintain a flexible schedule, including nights and weekends, depending on the needs of the programs.
- Implement risk management practices and ensure all safety rules, regulations, and procedures are followed.
- Work with Town Administrator to develop annual budget.
- Negotiate contracts for outside services associated with special events & recreation programs.

- Compose correspondence, prepare staff reports, keeps records of activities, and make presentations as needed.
- Update Website and social media information.
- Develop promotional materials to advertise recreational programs, activities, and special events.
- Manage the selection, training, supervision, and evaluation of staff.
- Take on the role of Parks Manager when needed.
- Meet with various groups to establish community partnerships.
- Develop grant applications and donation requests.
- Serve as a general information site for many in the community.
- Handle accounts for the department.
- Promote Bristol Recreation via public appearances (local radio and other media).
- Complete any other duties as assigned by supervisor.

KNOWLEDGE AND EXPERIENCE

- Possess a Bachelors Degree in a related field. Years of experience in related field may, but not necessarily will, offset education requirement.
- Minimum of one-year experience in staff management/supervision.
- Minimum of two years' experience in designing, implementing, and evaluating community Recreational programs.
- Present positive role modeling through all interactions with community.
- Meet frequent deadlines and time pressures with a positive attitude.
- Communicate effectively both orally and in writing.
- Attain CPR and First Aid certifications.
- Pass a criminal background check.
- Knowledge and experience with various computer applications.

DESIRED ATTRIBUTES

- Demonstrates a desire to serve others and fulfill community needs
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Demonstrates effective leadership, strategic planning, and staff development.
- Makes sound judgments and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change and seeks opportunities in the change process.