

Bristol Recreation Department

P.O. Box 249, Bristol, Vermont 05443

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POSITION TITLE: Assistant ~~Director to the Recreation Department~~

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.

COMPENSATION: \$15.00 to \$17.00 per hour depending on education and experience.

REPORTS TO: Recreation Director and Hub Teen Center Director.

POSITION SUMMARY

The Recreation Department Assistant ~~Director~~ is responsible for providing general administrative support to the Recreation Department to carry out a diverse, year-round community recreation program for youth, adults, seniors, and visitors, including physical activities, special interest classes, summer programs, and seasonal community events that serve residents of the five-town area. The ~~Recreation~~-Assistant ~~Director~~ will assist all areas in planning, organizing, and implementing programs, including activities at the Hub Teen Center and the Bristol Clay Studio. Participation in occasional evening and weekend activities will be required. The position will require the ability to listen and interact with youth and community members to help tailor successful programming.

DUTIES AND RESPONSIBILITIES

- Assist in management of rentals/use of recreational buildings and parks.
- Split time between the Hub Teen Center and administrative duties of the Recreation Department. Help at times with the Bristol Clay Studio.
- Assist the Director in coordinating and supervising recreation volunteers.
- Maintain a flexible schedule, including nights and weekends, depending on the needs of the programs.
- Help ensure safety rules, regulations, and procedures are followed.
- Assist in updating website and social media information.
- Take on the role of Parks Manager when needed.
- Answer and direct in-coming calls, greet, direct, and assist visitors.
- Assist with establishing yearly Department goals and objectives.
- Respond by phone, mail, and in person to inquiries and other requests regarding Department programs, facilities rentals, and schedules.
- Assist Directors in the preparation of programs and reports.
- Provide positive role modeling through all interactions with community members.

- Provide staff support at the Hub Teen Center and provide coverage in the absence of the Director.
- Provide occasional support to the Bristol Clay Studio.
- Collaborate with Directors to develop grant applications and donation requests.
- Occasionally chaperone on-site and off-site events.
- Arrange for transportation to and from events and field trips.
- Complete any other duties assigned by Directors.

KNOWLEDGE AND EXPERIENCE

- Possess a Bachelor's Degree in a related field. Years of experience in related field may, but not necessarily will, offset education requirement.
- 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.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better participant experience.
- Strives to meet and exceed goals and deliver a high value experience for participants.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change and seek opportunities in the change process.
- The ability to listen and interact with youth to tailor successful programming.
- Ability to meet deadlines and challenges with a positive attitude.