

DRAFT: 5/24/23

Town of Londonderry, Vermont
Mountain Towns Recreation Director
Job Description

FLSA Status:

Reports To:

OBJECTIVE/PURPOSE

The Mountain Town Recreation Director will be responsible for establishing a professionally run recreational program that improves the quality, efficacy, and quantity of recreational opportunities for the Towns of Landgrove, Londonderry, Peru, Weston, and Winhall and will serve residents of all ages. The Director will provide leadership, direction, general administrative oversight and facility maintenance of Londonderry Town Parks. Work involves significant community engagement, public involvement with citizens and administrative work.

Candidates need to be highly motivated, a self-starter, detail oriented, and possess strong organizational and communication skills.

WORK HOURS

This is a full-time year, round position which will require flexible days and hours as programs demand.

DUTIES AND RESPONSIBILITIES

- Administration of Londonderry Town Park Facilities: Pingree Park, Buxton Park, Williams Park, and Memorial Park
 - Oversees projects and maintenance schedules for park facilities
- Administration of Recreational Programs:
 - Included but not limited to soccer, basketball, baseball, and softball
 - Scheduling practices, games, and officials
 - Coach training
 - Equipment and supplies maintenance and ordering
 - Field and facility prep as needed for events
 - Registration of participants
 - Outreach to parents
 - Management of insurance policies
- Strategic Planning:
 - Work with advisory committee to develop short and long term goals regarding expanding programming to address unmet recreational needs (example: pickleball leagues, summer swim lessons, local summer camps, other adult rec events or leagues)

- Engage with community stakeholders on program development
- Increase community engagement with festivals, gatherings, etc.
- Collaborate with other community based organizations within our mountain towns region allowing for more opportunities for residents to engage with each other and access recreation opportunities.
- Policy Development and Management: Develops, recommends, and oversees the administration of recreation policies and guidelines. Maintains and manages policies and practices within the legal requirements of the towns, states and federal governments.
- Fiscal Management:
 - Plans for and organize fundraisers.
 - Pursues grant funding, sponsorships, etc to offset program costs.
 - Manages program registration fees
 - Manages Londonderry Town Parks Budget
- Personnel Management: Develops and maintains a volunteer workforce committed to promoting local recreation. Establishes and maintains an environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe volunteer practices and working conditions.
- Environmental Stewardship: Under policy direction from the Advisory Committee, the Mountain Towns Recreation Director is responsible for the protection of the Londonderry's recreational park lands and facilities.
 - Promotes and develops effective facilities and systems to maximize the public's enjoyment in harmony with environmental protection and stewardship.

KNOWLEDGE, SKILLS, AND ABILITIES

- Works independently and as a team player.
- Presents positive role modeling through all interactions with the community.
- Communicates effectively both orally and in writing.
- Demonstrates a desire to serve others and fulfill community needs
- Works effectively with people of different backgrounds, ages, abilities, opinions, and perceptions.
- Demonstrates effective leadership and strategic planning.
- 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 or exceed goals and deliver a high value experience for community members.
- Pursues professional development that enhances job performance and programming.
- Solicits and responds to feedback and self reflection.
- Implements proposed programs, activities may require considerable flexibility in hours/weekly work schedule.
- Be proficient in conflict management and de-escalation strategies.

EXPERIENCE, EDUCATION, AND TRAINING

- Experience in designing, implementing, and evaluating community recreational programs.
- A combination of education, experience, and training that would likely provide the required knowledge, skills, leadership, and abilities necessary for satisfactory job performance is qualifying. A Bachelor's degree in parks and recreation, public administration, program management or a related field is preferred.
- Preferred qualifications include a significant record of:
 - Responsibility for general fiscal management, grants procurement, capital budget management, and strategic planning.
 - Effective work with elected officials, selectboards, and community groups.
- Exhibits creativity, inclusivity and innovation in programs and processes.

TOOLS/TECHNOLOGY

- Administers online registration
- Proficient in using various computer applications
- Maintains website and social media presence

PHYSICAL DEMANDS

The physical demands include frequent need to sit, stand, stoop, walk, lift, carry, and perform other similar actions during the workday. Applicants require sufficient mobility to work in an office and a field setting. *Lifting and moving items of 50 pounds will be necessary.* Applicants may need to be at sporting events and community events and to set up and/or break down equipment.

WORK ENVIRONMENT/CONDITIONS

The Rec Director will work from home, at the Londonderry Town Office, at athletic fields in various weather conditions, basketball courts, and at community spaces for events.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Londonderry is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

DISCLAIMER

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may

be assigned, with or without notice, at any time. This job description is not an employment contract nor is it a promise of work for any specific length of time.