

## **BOXBOROUGH SUMMER PLAYGROUND DIRECTOR**

### **Position Purpose:**

The purpose of this position is to perform professional, administrative and supervisory work in developing, administering and implementing outdoor Summer Playground recreation programs and activities that meet the needs of town residents; performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Exercises considerable initiative, creativity, and independent judgment in the planning, administration and execution of the department's Summer Playground and services, and in the direction of personnel.

*Supervision Received:* Works under the policy direction of the Recreation Commission and the daily administrative direction of the Town Administrator.

*Supervision Given:* Has supervisory responsibility for all camp counselors and counselors-in-training. Participates in hiring of staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

### **Job Environment:**

Work is conducted outdoors with frequent exposure to various weather conditions.

Regularly operates, a computer, telephones, facsimile machine and other standard office machines.

Interacts constantly with town residents, department staff and volunteers, other town departments, vendors, and local community organizations. Contacts are in person, by telephone, in writing and involve discussing routine to complex information.

Has access to confidential information about program participants and staff, which requires the application of appropriate judgment, discretion and professional protocols.

Errors in judgment may result in significant delay or loss of services.

### **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.)*

Organizes, coordinates and supervises a community recreation program of Summer Playground activities for children. Performs long range planning related to the recreational programs and operations.

Coordinates and designs marketing program for department services including developing and publishing brochures and notices. Prepares various forms for program registration, medical information from participants, permission slips.

Answers questions from the general public and program participants; explains the programs and services offered by the department.

Selects, hires, and trains part-time, seasonal employees, specialized instructors and volunteers.

Performs managerial duties including purchasing supplies and contracted services.

Attends Recreation Commission meetings on an as-needed basis.

Participates in recreation programs as required.

Performs similar or related work as required.

### **Recommended Minimum Qualifications:**

#### Education, Training and Experience:

Two to three years experience in teaching, counseling, coaching, youth leadership, or recreational management, preferably in a municipal setting; or any equivalent combination of education and experience. Bachelor's degree in education, or other related field desired.

#### Special Requirements:

Possession of a valid motor vehicle operator's license

#### Knowledge, Ability and Skill:

*Knowledge:* Working knowledge of the principles and practices of recreation programming. Knowledge of recreation equipment, materials, tools and other resources. Familiarity with Americans with Disabilities Act.

*Ability:* Ability to develop and execute innovative cost-effective programs to meet Summer Playground participants' needs. Ability to establish and maintain effective working relationships with community groups, volunteers, the public, co-workers, and other town employees. Must be able to communicate effectively and efficiently verbally and in writing at all times. Ability to deal tactfully, patiently and appropriately with a variety of people including children. Ability to display good leadership skills.

*Skill:* Excellent communication skills. Skill in motivating staff.

#### 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.* Lifts/moves objects weighing up to 30 pounds. Must be able to access all recreational fields, events and structures. Must be able to manipulate objects, tools and controls. Conveys program services. Ability to drive a motor vehicle.

*(The duties listed above 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. 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.)*

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_