



Human Resources
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JOB DESCRIPTION PARK & RECREATION DIRECTOR

Department: Park & Recreation
Reports To: Town Administrator
Union: Non-Union
Location: Civic Center

Grade: 8
FSLA Status: Exempt
Updated: Sept. 2022
Work Week:

Position Purpose:

The primary function of this position is to perform responsible supervisory, administrative, and professional work in directing, managing, and administering the operations, services and programs of the Parks and Recreation, implements policies and procedures; responds to complaints and suggestions from the public, maintains and improves the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

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.)

- Responsible for the planning, organizing, and promoting of the various programs. Works in participatory manner with staff and volunteers.
- Responsible for the set-up of the year-round calendar which includes a variety of field trips and activities that will appeal to the age groups who attend the programs.
- Responsible for advising the Board of positions that need to be posted and filled.
- Interview candidates for position of playground supervisor and counselor and make recommendations to the Commission who will make recommendations to the Board of Selectmen upon review.
- Ensures all new employees complete paperwork required by the Town, including CORI, payroll forms and physicals.
- Meet with counselors to express goals and expectations of the programs.
- Make all appropriate contacts to various Town departments for the use of buildings and busses.
- Completes department payroll
- Obtain invoices and/or vouchers on a timely basis for field trips and other supplies to be paid by the Town.
- Responsible for the oversight and planning of programs including meeting with the Playground Supervisor and counselors daily to discuss the planned activities, preparing list

of children attending each field trip with the assistance of the playground supervisor, assigning groups to counselors, ordering supplies for various activities.

- Attends Board of Commissioners' meetings to keep them informed and updated with success and problems with the program, may be requested to post meeting agendas and/or take meeting minutes.
- Ensures all surplus supplies are stored appropriately at the end of the program season.
- Provides a report on the programs with recommendations for the following year.
- Plan and organize various programs and prepare flyers for these programs including brochures and calendar of events (i.e., Outdoor Movie Night, seasonal events such as Cookies with Santa Claus, and craft nights)
- Coordinates with the DPW on park maintenance needs.
- Prepares monthly reports for the Board of Selectmen.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's degree in a related field; Bachelor's degree preferred; three to five (3–5) years of progressively responsible experience in a public or physical education environment with two (2) years of supervisory experience; or an equivalent and relevant combination of education, training, and experience. CPR/AED certification preferred. Park/Recreation Certification preferred. Must have a valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of youth recreational program administration and of applicable provisions of the Massachusetts General Laws.

Ability: Ability to supervise staff in an effective and supportive manner. Ability to establish and maintain working relationships with organizations, participants, departments, and officials. Ability of leadership, independent judgment, initiative, and decision-making. Ability to plan, implement, and evaluate effective services, strategies, facilities, and staff. Ability to communicate effectively. Ability to operate standard office equipment.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and budgetary skills; interpersonal and problem-solving skills; public relation skills. Strong supervisory and mentoring 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.

Minimal physical effort required when performing functions under typical office conditions. Moderate physical effort required frequently in the field. Frequently required to navigate over various surfaces. While out in field, frequently required to stoop, bend, and reach. May spend several hours walking or standing. While performing the duties of this job, the employee is frequently required to sit, stand, communicate, or hear; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs highly responsible work of a moderately complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of all essential programs.

Supervision Received: Works under the direction of the Town Administrator and Park & Recreation Commission

Supervision Given: Supervises all departmental staff.

Job Environment:

- Some work is performed under typical office conditions. Most work is performed outdoors and is subject to weather conditions. Work environment is moderately quiet but can be loud. Incumbent may be required to work outside of normal business hours.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.
- Makes frequent contacts with all Town departments and boards, vendors, and relevant state officials and agencies. Makes frequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.
- Has access to department-related confidential information including contracts and department personnel records.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, delay of services and/or personal injury; errors may also result in legal ramifications.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)