

TOWN OF YARMOUTH, MAINE

Parks, Recreation & Community Services Assistant Director

Job Description

GENERAL PURPOSE

Plans, organizes, coordinates and supervises a variety of programs, events, camps, services, volunteer opportunities, parks, fields, trails, and many other recreational amenities associated with a municipal parks and recreation department.

SUPERVISION RECEIVED

Works under the supervision of the Yarmouth Community Services Director.

SUPERVISION EXERCISED

Supervises Program Supervisor, Administrative Assistant, Program Administrators, part-time recreation staff, seasonal employees, and numerous volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development of the overall department budget, the fiscal review of all programs, special reports and statistical data for the parks, recreation and community services department.

Assists in creating and providing an office culture of professional customer service.

Recruits, interviews, hires, trains and evaluates instructors, contractors, and personnel for all program offerings and special events. Assists in the hiring, training and evaluation of Parks Department personnel.

Maintains accurate statistics, records and correspondence for participants, staff and volunteers.

Plans, schedules, organizes, staffs, implements and supervises all programs and special events.

Coordinates and cooperatively works with community organizations on programs and special events to progressively advance the department.

Culls the necessary information and coordinates periodic departmental marketing materials and opportunities.

Purchases, inventories and maintains program supplies and equipment.

Coordinates planning and assignments of tasks for youth sports programs.

Recruits, trains and recognizes all volunteer coaches.

Investigates and takes appropriate action(s) with complaints from parents, coaches, participants, and volunteers.

Attends appropriate trainings and professional development programs.

Assists in the development of department and employee/staff annual goals.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Supervises classes, camps, special events, work days, and activities.

Professionally responds to public inquiries about town and departmental responsibilities by telephone, email, social media, during public meetings, etc.

Coordinates sports programs through assignment of registration fees, acquiring coaches, scheduling, and distribution of uniforms.

Assists in the planning and management of any point of sale opportunities and any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Promotes interest and provides information regarding recreational opportunities and facilities to school officials, recreation officials, volunteer service groups, other Town departments, and the general public.

In the absence of the Director, oversees the daily operations of the department office.

Responsible for the oversight of the department website, social media, and marketing resources.

Assumes responsibility for professional growth and development through participation in workshops, meetings and seminars.

Provides assistance and team contributions to other Town departments and projects.

Implements office procedures related to Department, Town, State, and Federal policies, rules, procedures, codes, and ordinances.

Performs other work as required or assigned.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, helping set up equipment and supplies for programs, special events and classes, etc.

Schedules and runs various tournaments throughout the year.

Serves as a member of or liaison to various town committees and work teams, as assigned.

Serves as member of professional association(s) and affiliated sub-groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in recreation, leisure services, or a closely related field.

- (B) Five years of progressive supervisory recreation experience; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration;
- (B) Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation department;
- (C) Experience and functional knowledge of Word, Excel, Google/Google Docs, and the ability to learn moderately complex software programs;
- (D) Functional knowledge of social media;
- (E) Skill in operation of listed tools and equipment;
- (F) Skill and current certification in First Aid and CPR;
- (G) Ability to develop, coordinate and direct varied activities involved in a community recreation program;
- (H) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public;
- (I) Ability to communicate effectively orally and in writing;
- (J) Ability to plan and supervise the work of paid staff and volunteers; Ability to obtain national and/or state certification in either recreation or education; Ability to attain either NYSCA or ACEP certification.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, laptop, calculator, copy and fax machine, phone, mobile or portable radio, camera, A/V equipment, scoreboards, security systems, recreation-based management software, automobile.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually minimal while in the office, and moderately loud when in the field.

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.

The 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.

Effective Date: June 6, 2018.