



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Assistant Recreation Director	<b>Classification:</b> Non-Union, Personnel Bylaw
<b>Department:</b> Recreation	<b>Grade:</b> 6
<b>Reports to:</b> Director of Recreation	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> 07-25-2022	

### Summary

Performs a variety of recreational programming and administrative duties including assisting in the planning and supervising of programs and use of facilities for the Recreation Department. Performs all similar or related duties 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.*

Assists the Recreation Director with the coordination of the daily operation of the department to include parks, playgrounds, maintenance of facilities, and provision of programs and activities to meet the recreational needs of the community.

Oversees the summer playground program and all afterschool programs.

Coordinates the use of Town facilities such as ballfields and other recreational areas and related facilities and ensures the safe use of facilities.

Assist the Director in the planning, organizing, and conducting of special events of the department.

Assists the Director in the preparation and administration of the Department's operating and capital budgets.

Maintains an inventory of all recreational materials and equipment, as well as needs at each facility or field.

Maintains working relationships with other Town departments, private and non-profit institutions and local or regional human service agencies.

Composes administrative statistical and program reports as requested by the Director.

Maintains high public visibility as a part of the Department's overall public relations program; acts as a liaison to various youth sports boards and encourages cooperative planning with local and community agencies.

Assists in the maintaining and updating the Recreation Website; responds to requests from the public for department program or activity information.

Processes accounts payables and receivables and department payroll.

*Town of Brewster, MA*

*Assistant Recreation Director*



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In the event of the temporary absence of the Director, the Assistant is accountable for continuing the operations of the Department.

Attends meetings of the Recreation Commission when requested by the Director.

Performs other similar or related duties, as required or as situation dictates.

### **Supervision**

*Supervision Scope:* Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and conducting assignments.

*Supervision Received:* Work is performed under the general direction of the Director of Recreation.

*Supervision Given:* Acts as Director during absences, assists in the supervision of 40-50 part-time seasonal employees.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Bachelor's Degree in Recreation or related field; minimum three years' related experience, with one (1) year in a supervisory capacity, or an equivalent combination of education, training, and experience.

#### *Special Requirements:*

Valid motor vehicle operator's license  
CORI and SORI check required  
CPR, First Aid certifications  
Water Safety Instruction certifications preferred

*Knowledge:* Working knowledge of the methods, practices, tools, and equipment used in the field of community recreation program and facility management. Knowledge of how to run an efficient summer camp, and or recreational programs. Knowledge of how to operate department equipment, tools, and related machinery in a safe manner. Knowledge of basic accounting, grant writing, and fundraising practices.

*Abilities:* Ability to inspect work, maintain accurate records, and plan, assign, training, and supervise the work of employees. Ability to establish and maintain effective working relationships with co-workers and to deal effectively with disgruntled members of the public. Ability to organize and complete multiple tasks in an efficient, timely, and safe manner.

*Skills:* Excellent customer service skills. Proficient computer skills, including Microsoft Office and My Recreation software. Excellent communication, organizational and interpersonal skills.

### **Job Environment**

- Administrative work is performed under typical office conditions with frequent interruptions; frequent regular field work is conducted outdoors with exposure to various weather conditions; nature of work performed fluctuates with weather conditions and frequently requires flexible work schedules. Work environment is moderately noisy.

Town of Brewster, MA

Assistant Recreation Director



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- Operates an automobile, light trucks, computer, standard office equipment, all sporting equipment as well as power and hand tools used in minor repair of sport equipment calculator, telephone, copier, facsimile machine, and other standard office equipment.
- May have access to confidential information of the department such as personnel information and department records.
- Interacts with other town departments, schools, vendors, the general public, and various youth organizations.
- Errors could result in adverse public relations, personal injury/loss, injuries to other employees, delays or reduced level of services, monetary loss, damages to building and/or equipment and possible legal repercussions for the Town.

### **Physical Requirements**

*The physical demands described 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.*

Employee is constantly required to walk, stand, sit, talk, and hear; uses hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Employee must occasionally lift and/or move objects weighing up to 100 pounds. Employee must be able to access all levels of the Town's park and recreational facilities and fields, traverse uneven terrain, and climb a ladder. Vision and hearing at or correctable to normal ranges.

*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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*