

Recreation Director

JOB SUMMARY:

Directs and administers the Town's recreation programs and oversees the Town's Recreation Department. Develops recreation programs for all residents of Brentwood and oversees the use of facilities in accordance with the recreation Standard Operating Procedures (SOP).

Director will adhere to and enforce SOP.

Works with considerable independence and judgment under the general supervision of the Brentwood Recreation Commission. The job requires excellent communication skills with the public, town departments and must attend monthly commission meetings.

Works 40 hours/week as follows:

Monday - Thursday 8:30 am - 4:30 pm. Remaining Hours stay flexible for work at the Brentwood Community Center, with rentals, possible Saturday hours, late night meetings, rec/town events, etc.

REQUIREMENTS:

- Bachelor's Degree in Recreation Management or another related field is preferred.
- At least 5 years of municipal recreation, event management and/or related recreational experience required.
- Experience using programs such as QuickBooks, Microsoft word, excel, outlook, and other software systems is preferred.
- Basic office, computer, telephone skills and an ability to work with the public is required.
- Ability to meet deadlines and prioritize tasks.
- Ability to work independently with little or no supervision.
- Experience managing full-time, part-time and/or seasonal staff is required.
- Must have basic knowledge of basic field and facility maintenance.
- Have general knowledge of working within a budget and oversight of the recreation revolving account.

GENERAL DUTIES:

Responsibilities include, but are not limited to the following:

- Complete checks and deposits
- Pay bills in a timely manner.
- Prepares annual department budget, warrant articles, and monthly bank account reports.

- Recruits and supervises a large team of seasonal volunteers engaged in sports programs and recreational activities/events
- Responsible for training and discipline of volunteer staff.
- Oversee the supervision of part time & seasonal staff.
- Responsible for sign-ups of all programs offered through the recreation department.
- Recruit staff to assist with programs, events, summer camp, snack shack, and game officials.
- Contacts outside vendors for scheduling and transportation of events, tickets, etc.
- Regularly evaluates current programs and explores potential additions when appropriate.
- Promotes programs by publishing in papers, town newsletter, through the school “take home” folders, website, social media, and billboard at the Brentwood Recreation Center entrance.
- Coordinates recreation services with other Town departments including the school, police department, fire department, library etc.
- Continue and improve upon sponsorship opportunities and community engagement.
- Coordinate with program instructors for community services (Chair Yoga, Rock Your Body, etc.)

YOUTH SPORTS:

- Schedule sign-ups and deadlines as outlined in SOP.
- Responsible for volunteer/background checks.
- Schedule coaches meeting and review coaches’ responsibilities.
- Turn in SAU16 and other facility use forms in a timely manner.
- Keep record of all team, medical files, money, certificate of liability forms
- Maintains written or digital inventory of equipment and uniforms - replace as needed.
- Purchase, replace, and gather first aid supplies, ball bags, balls and other equipment required.

YOUTH PROGRAMS:

- Oversees the 8 week summer camp program.
- Continue established programs while researching new programs
- Leads in the advertising, interviewing, and hiring of the summer camp staff.
- Network with the surrounding community on youth program offerings.
- Collect registrations and assist families with the sign-up process.

ADULT PROGRAMS:

- Organize and facilitate senior bi-monthly lunches.
- Schedule entertainment or speakers for each luncheon.
- Organize and oversee adult coed softball league.
- Schedule in/outdoor pickleball program.
- Organize and schedule adult fitness classes
- Organize and schedule adult paint nights
- Organize men's pickup basketball.
- Schedule seasonal senior trips
- Oversight of the senior sub-committee.
- Facilitate bi-monthly bingo.
- Responsible for driving the van for senior trips.

EVENTS/SPECIALS:

- Plan, organize and facilitate annual
 - Bunny Egg Hunt
 - National Night Out
 - 4th of July Parade
 - Haunted Walk
 - Fall River Paddle
 - Mothers and Others Spring Brunch
 - Fall 5k
 - Fallen Officer Tournament
 - Craft Fair
- Assist with the Holiday Stroll
- Schedule Casino and Red Sox Trips
- Schedule Babysitting and CPR classes

FACILITY MAINTENANCE

- General oversight of storage units, basketball court, pavilions, playground, pickleball court, athletic fields, and the community center.
- Schedule fertilizer application & field set-up in spring and lime application in fall
- Schedule regular maintenance of the recreational van.
- Schedule fall/spring field "clean-up"
- Oversees the use/rental of the Brentwood Recreation Center and its property, including the facilities, dumpster and porta-lets. Inspects safety of equipment and facilities.
- Schedule field aeration as needed
- Turn and rake infields as needed. Order infield mix as necessary.
- Responsible for general facility upkeep and repairs
- Schedule fall usage for spring, summer, and fall sports.

- Perform weekly indoor and outdoor facility checks.
- Plan, organize, and facilitate ice rink setup, takedown and general maintenance,
- Responsible for general facility security
- Conduct facility tours for all in and outdoor rental requests.
- Work with field rentals and volunteers for outdoor facility upkeep and improvements.