



JOB POSTING

PARKS AND RECREATION DIRECTOR

The Town of Deep River is seeking a self-motivated, experienced individual who will be responsible for designing, implementing, and overseeing a diverse range of recreational programs that cater to individuals of all ages and interests. This position requires creativity, leadership, and organizational skills. The Parks & Recreation Director performs administrative, supervisory, and professional work in the planning, development, and operations of a comprehensive public recreation program for the community. Must be able to work independently.

Duties include, but are not limited to, the following:

- Planning, developing, directing, and managing the operations of the Town's recreation programs and events, ensuring compliance with all health and safety regulations and requirements. Coordinating the implementation of general policies and program review established by the Parks & Recreation Commission and Board of Selectmen.
- Planning, developing, directing, coordinating, implementing, evaluating, and monitoring a variety of community recreational programs. Reviewing and evaluating programs. Maintaining records of department activities, services, personnel, and property.
- Creating department policies and department materials to be reviewed by the Parks & Recreation Commission.
- Preparing and administering department budgets. Overseeing the collection and accounting of departmental activity funds and park use fees. Writing and managing grants. Preparing and balancing bank deposits.
- Supervising department volunteers, seasonal employees, and contractors; selecting new personnel; providing instruction and training; planning, coordinating, assigning, and reviewing work; allocating personnel and maintaining standards.
- Attend and report to the Parks & Recreation Commission at the Commission's monthly meetings and any special meetings that may be called, including any and all sub-committee meetings.
- Supervise park maintenance.

REQUIREMENTS:

- Full time salaried position with some nights and weekends.
- Able to stand, bend and lift objects up to 35lbs.
- Able to work in all types of weather.

QUALIFICATIONS

The ideal candidate should possess an associate's degree (minimum) or a bachelor's degree (preferred) in Recreation, Park Management, or a degree that adds value to the position plus professional and supervisory experience involving the development or a degree operation of parks and recreation programs.

Must have a valid Connecticut driver's license or be able to obtain one in sixty (60) days. Certification as a Park and Recreation Professional (CPRP) or Park and Recreation Executive (CPRE) preferred.

Must be CPR and First Aid certified or achieve certification within 90 days of employment. Must have knowledge of Google Sheets, Microsoft Office including Excel and Word. Knowledge of Rec Desk and Canva is a plus.

Must obtain National Parks and Recreation certification within 3 years of employment.

Salary range \$45-54K commensurate with experience.

Deep River is an equal opportunity employer.