

Town of Holliston
Position Posting
Holliston Assistant Recreation Director
Parks & Recreation Department
30 hours per week position

The Assistant Recreation Director assists in the planning, scheduling, and directing of the operations of a comprehensive community recreational program for youth, adults, and other groups within the Town of Holliston. The Assistant Recreation Director is responsible for maintaining and improving upon the efficiency and effectiveness of all services under his/her direction and control.

Duties and Responsibilities:

Develops and maintains constituencies interested in new and existing programs; responsive to wide ranging interests from classes in arts and crafts, team sports, and special events at all age levels from pre-school through adults.

Develops and coordinates availability of regular and seasonal schedules for fields and facilities under the control of the Parks & Recreation Department. Integrates availability of established programs with those interested in using them. Replenishes, orders and purchases facility maintenance supplies and equipment as needed.

Recommends hiring of part time and seasonal recreational employees to teach or supervise programs. Supervises and trains these employees. Assesses performance and recommends program changes to the Recreation Director.

May teach and instruct specific programs, lead trips and similar activities.

Develops and implements brochures and other public relations and informational needs of the Department.

Attends meetings of the Parks Commission and other Town groups as necessary.

Help develop policies for review and approval by the Parks Commission regarding programs, activities youth groups, facilities/fields and any other concern that needs to be addressed.

Identifies, applies and administers grants in support of departmental operations and services.

Prepares and submits various administrative and program reports as requested.

On behalf of the Town works with regional and state recreation agencies.

Provide customer service, answer phone calls, e-mails, mail and patrons; answer questions or direct to appropriate department.

Maintain recreational software, web site, and social media. Data entry and oversight of participant registrations.

Work hours and days may change seasonally depending on the supervisory management of the department programs. Hours will include evenings, weekends, and holidays.

Preferred Background:

Bachelors degree in municipal recreation or related field and experience in recreational programming. Two to four years experience and professional certification desired. Supervisory or program management experience is preferred. Current certification in CPR.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to the successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered.

While performing duties of this job, the employee is frequently required to talk, hear, sit and stand. The employee must occasionally lift and/or move materials weighing up to 25 pounds.

The employee must have good vision to view computer screens, numbers and text and view documents for general understanding. Work requires manual dexterity in combination with eye-hand coordination for keyboard input, data entry and filing.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in an office environment with public traffic.