

# PENQUIS RECREATION DIRECTOR

## JOB DESCRIPTION

**Position Title:** Recreation Director

**FLSA:** Non-Exempt

**Department:** Recreation

**Classification:** Full Time

**Reports to:** Town Managers of Milo and Brownville

**Revised:** November 2024

### POSITION SUMMARY

Responsible for the development, implementation and oversight of recreation programs, activities and opportunities for the Towns of Milo and Brownville and local community participants. While the Penquis Recreation Director will be jointly supervised by the Town Managers for both Towns, for administrative purposes, they will be classified as a Town of Milo employee.

### GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ✧ Communicates with supervisor(s), co-workers, town officials and the public in a courteous and positive manner.
- ✧ Adheres to the policies set forth in the Employee Handbook of both Towns.
- ✧ Arrives on time and prepared for the workday.
- ✧ Maintains a clean and organized workspace (including all buildings and vehicles).
- ✧ Demonstrates cooperation and adaptability while interacting with all team members.
- ✧ Is approachable and responsive to ideas and feedback.
- ✧ Actively contributes as a team member when completing tasks, projects or meeting goals.
- ✧ Able to work independently with minimal direction.
- ✧ Interacts professionally with other agencies, departments, municipalities, vendors and customers.
- ✧ Reports all injuries and accidents immediately to both Town Managers.

### POSITION SPECIFIC DUTIES & RESPONSIBILITIES

- ✧ Works with the Penquis Recreation Committee to Develop and implement all recreation programs; instructs programs for various age groups or arranges for instruction and/or staffing of programs/activities.
- ✧ Oversees and/or performs the maintenance and upkeep of recreational facilities and equipment including lawncare for the facilities in both Towns.
- ✧ Responsible for ensuring the safety, welfare and oversight of children during Penquis Recreation Department activities.
- ✧ Ensures all Recreation staff and volunteers are in compliance with the Penquis Recreation Department Safety Policies.

Initials \_\_\_\_\_

- ✧ Responsible for creating an annual departmental budget request, codes and approves invoices to ensure allocation to the appropriate budget lines; consistently monitors and oversees the budget and works within approved amounts. This requires the Director to work with both Town Managers to develop the Town specific budgets as well as the combined portion of the Department budget.
- ✧ Ensures programs are administered in compliance with both Town’s General Liability coverage.
- ✧ Acts as a good role model for departmental staff, program participants and others.
- ✧ Serves as a positive contributing member of both Town’s Management Teams
- ✧ Acts as a liaison between the Town, Board of Selectpersons, various committees and organizations/groups, including the Penquis Recreation Committee.
- ✧ Maintains records and prepares reports as needed.

**DESIRED EDUCATION & EXPERIENCE**

- ✧ High School Diploma or equivalent.
- ✧ CPR/First Aid Certification.

**REQUIREMENTS**

- ✧ Sincere desire to enhance the recreational programs offered to our community.
- ✧ Experience overseeing various sports and recreation programs as well as proven knowledge of rules and regulations for those programs.
- ✧ Experience overseeing children of various ages and abilities.
- ✧ Experience using various landscaping and sporting equipment.
- ✧ Proven ability to “think outside the box” to create meaningful experiences within the established budget.
- ✧ Maintain a valid Class C Driver’s License and be insurable in a normal risk pool.
- ✧ Ability to walk on uneven terrain and lift to a maximum of 50 lbs. repeatedly.
- ✧ Must be eligible to work in the United States.