



# Town of New Milford

## Personnel Department

10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860)-355-6031

### JOB CLASSIFICATION DESCRIPTION

**Job Title:** Director of Recreation Programs and Events  
**Department:** Parks and Recreation

Full Time - Exempt  
Non-Union  
40hrs/wk

**Job Summary:** This position is responsible for the coordination, development, conservation, and supervision of all recreational programs and events within the New Milford Parks and Recreation Department. This position also serves as the Assistant Parks and Recreation Director, assisting the Director with the overall operations of the department. Assists in administering and executing policies and procedures established by the Park and Recreation Commission. Coordinates and directs a comprehensive recreation and social activities program for the residents of New Milford. Hire, train, evaluate and participate in the discipline of full time and part-time staff.

**Supervision Received:** Works under the supervision of the Director of Parks and Recreation or the Mayor in the Director's absence.

**Supervision Exercised:** Direct reports include camp counselors, program directors, part-time and seasonal employees, and office staff

### Essential Job Functions:

- Plans, initiates, organizes and administers comprehensive recreation programs and events for the community.
- Chief facilitator and coordinator between the Department and other private and municipal agencies currently providing recreational programming to New Milford residents.
- Develop and direct a public relations program for the department.
- Coordinates program use of facilities.
- Secures monetary, in-kind donations, and sponsorships for special events.
- Evaluates and administers departmental procedures and maintains record as needed.
- Assists the Director of Parks and Recreation in the planning, coordinating and supervising of all operations within the Department.
- Train supervisory staff and oversee staff meetings on an ongoing basis.
- Participate in disciplinary hearings.
- Assists in the supervision of the maintenance operations throughout the parks in the absence of the Director.
- Assists the Director in daily budgetary expenditures, proper allocation of funds, and the preparation of the annual department budget.
- Provides reports and appropriate press releases as warranted.
- Works weekends, evenings and holidays as needed.
- Substitutes for the Director in their absence.
- Performs other duties that are necessary and appropriate.

### **Knowledge, Skills, and Abilities:**

- Demonstrated ability to identify, develop, coordinate, execute, and supervise programs or events to a diverse group of people.
- Demonstrated ability to secure both monetary and in-kind donations and sponsorships for special events.
- Demonstrated ability to monitor program/event revenues and expenses.
- Demonstrated ability to hire, train, inspire and work harmoniously with their peers and employees.
- Demonstrated extensive knowledge of the techniques of supervision and the executive capacity to make decisions judiciously required.
- Demonstrated proficiency in oral and written communications skills; including but not limited to the ability to prepare and present written and oral reports, make recommendations and give effective presentations.
- Ability to review, interpret, and disseminate technical and relevant information to Town Boards, Commissions, Officials, and the public;
- Ability to read and interpret technical reports and meet deadlines.
- Ability to make effective public presentations.
- Operates standard office and recreation equipment.
- Ability to work with Town officials and members of the public in a professional and courteous manner.
- Ability to work in an office setting subject to continuous interruptions.
- Ability to deal with a diversity of people in such a manner as to encourage compliance.
- Ability to work with and supervise minors.
- Ability to work outdoors in inclement weather.
- Knowledge of park operations and management is a plus but not required.
- Experience with waterfront management and lifeguarding preferred

### **Education, Training, and Experience:**

- Bachelor's Degree and 5 years' experience in Programs and Events field required.
- Bachelor's Degree in Parks and Recreation Administration, Physical Education, or Events Planning preferred.
- Certified to teach First Aid, CPR, AED, and Blood Borne Pathogen training or able to receive certification.
- Membership CRPA, NRPA preferred
- Experience using MYREC and MUNIS preferred.
- Must hold a valid Connecticut motor vehicle license and be able to drive throughout employment.
- Veterans preferred.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

**Working Conditions, Physical and Mental Requirements:** May be exposed to inclement weather in carrying out program, event or recreational duties. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the position. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving			X	
Lifting			X		<b>Physical Strength:</b>				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes			X	
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Town Council – 8/10/1998  
Updated by Personnel Department - June 25, 2004  
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