

**TOWN OF STOUGHTON**  
**RECREATION DIRECTOR**

Department:	Recreation	Date:	9-26-2023
Reports to:	Director of Human Services	Hours Worked:	35
FLSA Status:	Non - Exempt		

**Statement of Duties:**

Performs highly responsible administrative and supervisory work involved with the development and management of a diversified Town Recreation department; manages day-to-day direction of the operations of the department. Recruits instructors, markets offerings, evaluates community needs, directs staff, plans event schedules, and establishes a safe, appropriate environment for participants. Schedules and monitors facility use, manages space agreements, prepares budget and grant documents and other assigned duties.

**Supervision:**

Works under the policy direction of the Town Manager; assist other departments in overseeing the operations of some facilities. Performs **varied** responsible duties requiring a significant degree of independent judgment and initiative, along with the skill to multi-task in a fast pace environment. Supervises full-time employees, part-time employees, seasonal employees, and volunteers.

**Job Environment:**

Work is performed under typical office conditions, gymnasiums, athletic fields, town beach facility, tennis courts, golf course, and all locations where programs are scheduled. Required to work on nights, weekends as needed, and attend meetings with other town committees or boards. Vehicle use is necessary for transportation to these job sites. Makes contact with the general public, town officials, town departments, potential program instructors, and the media for advertising.

Errors could endanger persons and property, cause confusion and delay of service, have legal and/or financial repercussions, and result in adverse public relations

**Essential Job Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Schedules and prepares agenda for Recreational Department meetings and presenting status reports for projects and programs
- Develops new and expands existing programs and facilities to meet recreational needs of all Town residents
- Provides training and development of personnel and ensures all personnel have and maintain required certification
- Carries out management and supervisory responsibilities through interviewing, hiring, scheduling, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems

**Recommended Minimum Qualifications:****Education and Experience:**

College graduation with a Bachelor's degree in recreation or a related field. Three years experience in public recreation setting including one year in a supervisory capacity; or any equivalent combination of education and experience

Valid Massachusetts Driver license

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

- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Knowledge of recent developments, current literature, and sources of information in municipal community and recreation service administrations;
- Knowledge of principles and practices of organization, administration, and personnel management.

**Ability:**

- Ability to plan, prioritize, assign, and direct work of professional, technical, and clerical personnel; organize, direct, and coordinate the activities of the department in a manner conducive to full performance and high morale;
- Ability to select, supervise, train, and evaluate personnel.
- Demonstrated ability to give and follow oral and written instructions.
- Demonstrated ability to effectively listen, speak, write, and interact with a diverse work group.
- Demonstrated ability to identify community needs, respond to requests and concerns, communicate program initiatives, publicize programs, and utilize appropriate verbal and nonverbal skills in handling difficult encounters.
- Ability to work cooperatively with town government, boards, and public
- Demonstrated ability to incorporate technology into program management and operate modern job-related equipment such as a computer, fax machine, keyboard, printer, and copier
- Ability to operate general maintenance of equipment, general cleaning and sporting equipment requiring hand-eye coordination, and motor skills.

**Skill:**

- Proficiency with Microsoft Word, Microsoft Excel, Microsoft Publisher, Quicken, internet, and web page. Excellent organizational skills and ability to multi-task

**Physical Demands:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.*

**TOWN OF STOUGHTON**  
**Program Facilitator – Recreation Department**

Department:	Recreation Dept.	Date:	September 2023
Reports to:	Recreation Director	Hours Worked:	35
FLSA Status:			

**Statement of Duties**

Under the general direction of the Town Recreation Director, the Program Facilitator will coordinate and oversee the administration of all recreational, educational, and cultural department programs as they align with the departments goals and objectives.

**Essential Functions**

- Develop, coordinate, and implement a wide variety of youth and adult based recreational, educational, and cultural programs as well as various special events
- Helps to process and maintain all program registrations through department's online registration system and in house registration forms.
- Participate and assist in the development and implementation of department goals, objectives, and policies as they relate to programming and events.
- Assist in all marketing and promotion of the department
- Perform and maintain program evaluations for budgetary and developmental purposes
- Collaborate with various town departments to guarantee success of programs and utilize its resources of staff and space
- Assist in facility maintenance and development as it pertains to department use
- Identify opportunities for improvement and present recommendations to the director, recommend modifications to current recreation programs, events, and activities where appropriate.
- Attend regional and local trainings as they pertain to job success
- Answer phone calls, assist in bill processing, and vendor management

**Qualifications**

- A bachelor's degree (B.A.) in Recreation Management or related field
- Working knowledge and experience in recreation/community programming in a public setting
- Strong interpersonal skills and ability to communicate effectively with youth, parents, staff, administrators, media and the public
- Strong organizational skills and ability to work in a fast paced environment
- Knowledge of Spreadsheet, Database, and Word Processing software. Social Media experience desired
- Experience in MyRec.com registration software desired but not required
- Willingness to work nights, weekends, and holidays as needed
- CPR/First Aid Certified or willingness to be certified upon hiring

### **Physical Requirements**

- Physical strength, stamina, and agility to participate in one day to multi day outdoor/indoor activities; subject to inclement weather and temperatures.
- Regularly use computer, telephone, and mobile devices.
- Outdoor and indoor events taking place morning, afternoon, and evenings on weekdays and weekends

# Town of Stoughton

10 Pearl Street • Stoughton, MA 02072 • (781) 341-1300 • FAX (781) 344-5048  
[www.stoughton-ma.gov](http://www.stoughton-ma.gov)

## AMES POND LIFEGUARD Summer 2021

Department: Stoughton Recreation  
Location: Ames Pond Waterfront  
Hours: 32-35 hrs/week (weekends REQUIRED)  
Salary: \$14.50

### Job Description:

- Responsible for the supervision of visitors during lessons and free swim times
- Be fluent with and enforce rules of the waterfront
- Perform routine maintenance of the beach area
- Responsible for the maintenance and cleanliness of the bath house and bathrooms
- Inspect and maintain safety equipment
- Check in patrons at the entrance gate when gate guard is unavailable
- Promptly reports any incidents to Pond Director

### Certifications Required:

American Red Cross Lifeguard certificate- Active through September 21'

## SUMMER PLAYGROUND COUNSELOR Summer 2021

Department: Stoughton Recreation  
Hours: 30-35 hours/week  
Salary: \$13.50

### Job Description:

- Assist in the programming of day to day activities that include but are not limited to sports, arts and crafts, special events, and field trips.
- Assists in the set up and break down the playground program equipment
- Assists in maintenance of the playground area to keep play areas safe and free of litter
- Responsible for the direct supervision of registered playground children
- Performs other related duties as requested by the Playground Supervisor and Recreation Staff
- Responsible for the maintenance and cleanliness of the facilities and bathrooms

Certifications Required:  
CPR and First Aid certification

# **Town of Stoughton**

10 Pearl Street • Stoughton, MA 02072 • (781) 341-1300 • FAX (781) 344-5048  
[www.stoughton-ma.gov](http://www.stoughton-ma.gov)

## **Ames Pond Gate Guard**

### **Summer 2021**

Department: Recreation

Location: Ames Pond Waterfront

Hours: 20-30hrs/week (weekends REQUIRED)

Salary: \$13.50

#### **Job Description:**

- Check in patrons at the entrance gate
- Inspect and maintain bath house and entrance gate
- Be fluent with and enforce rules of waterfront
- Perform routine maintenance of the beach area
- Be fluent with the Recreation Departments POS
- Promptly reports any incidents to Pond Director
- Responsible for the maintenance and cleanliness of the bath house and bathrooms