

Job Advertisement

Director of Parks & Recreation

Town of Old Saybrook

Salary Range = \$ \$68,323 - \$74,069

Job Summary: Develop, direct, administer and manage a comprehensive parks and recreation program, including facilities, to meet community needs for safe and accessible parks, sports, camps and related activities. The operation of indoor and outdoor recreation programs and department budgets; evaluating community needs; developing and accessing programs and managing a variety of facilities, including the Recreation Center, Teen Center and two beaches.

Receives policy oversight from the Parks and Recreation Commission (“the Commission”). Parks & Recreation Commission hires and dismisses the Director. Receives general administrative direction from the First Selectman especially related Town operational policies. Directly supervises the Assistant Director, administrative staff and various program coordinators such as teen center, aquatics and camp program coordinators who supervise part-time staff.

Qualifications: Bachelor’s degree in recreation, physical education or a closely related area. A minimum of four years of increasingly responsible experience in municipal or group recreation and park administration work including two years of supervisory experience; or any equivalent combination of education, experience and training.

Licenses or Certificates Required: Connecticut Motor Vehicle Operators License; Must maintain CPR certification; State/National Parks and Recreation Association certification is desirable.

Knowledge Skills & Abilities Required:

- Thorough knowledge of principles and practices of municipal recreation administration, park administration, development and maintenance,
- Administrative and executive ability to initiate, organize and follow through on comprehensive recreational programs and projects.
- Management Skills
- Ability to develop short term and long range plans for programs and activities,
- Ability to assign, train, and supervise programs and staff, including aquatics and camp programs
- Ability to prepare and administer an operating budget for the department;

Application Process: Send Resume and Cover Letter that indicates how you meet the requirements of the position to First Selectman, Town of Old Saybrook, 302 Main Street, Old Saybrook, CT 06475-2384 or email to LCarver@town.old-saybrook.ct.us by April 30, 2014. Copy of full job description can be found on website www.oldsaybrookct.org.