

#09-18

---

---

## TOWN OF MEDWAY

---

---

### **JOB POSTING**

#### **TOWN OF MEDWAY Parks and Recreation Director**

Town of Medway seeks qualified candidates for the position of Parks and Recreation Director. This position works under the direction of the Town Administrator and according to Mass. General Laws and municipal policies and objectives. The Parks and Recreation Director administers the Town's Parks and Recreation Department program including program development, implementation, and rental and maintenance of department athletic fields, playgrounds, and recreational venues. Works with the Parks Commission to receive input for policy development for the department.

#### **Minimum Qualifications:**

Candidates should have a Bachelor's degree; Recreation Management, Facilities Management, or related field. Three (3) years of experience in recreational services in a supervisory position, preferably in a municipal setting; or any equivalent combination of education, training and experience. CPR and First Aid certifications are required; valid Massachusetts driver's license; intermediate computer skills; knowledge of Microsoft word and excel.

Please send cover letter and resume to Human Resource Coordinator,  
[kbird@townofmedway.org](mailto:kbird@townofmedway.org)

**Date of Posting:** May 22, 2018

**Salary:** \$55,000 DOQ

**Closing Date:** June 5, 2018

## **POSITION DESCRIPTION**

**TITLE:** Parks and Recreation Director

**DEPARTMENT:** Public Services

**DATE:** February 23, 2018

---

### **Statement of Duties:**

Under the general supervision of the Town Administrator or his designee, administers the Town's Parks and Recreation Department program including program development, implementation, and rental and maintenance of department athletic fields, playgrounds, and recreational venues. Works with the Parks Commission to receive input for policy development for the department.

### **Organizational Scope:**

Works under the general supervision of the Town Administrator. This position supervises all support staff involved in the performance of Parks and Recreation related issues. Shall oversee and coordinate hired contractors, designers and vendors associated with the performance of related work.

### **Position 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 work is similar, related, or a logical assignment to the position.

### **Essential Functions:**

Interacts with the public and ensures that the Department provides excellent customer service, both through personal interaction as well as through technology. Discusses and promotes available programs and recreational venues.

Develops and implements cost-effective programs to meet the recreation needs of the community.

Plans for and designs all Parks and Recreation programs; coordinates with staff on program design, content and delivery.

Designs and prepares program brochures that outline program content, schedules, instructors and other pertinent details.

Maintains department website and keeps all information up to date and relevant to current department events and programs.

Utilizes social media and other forms promotion and public outreach to promote the programs of the department and rental options available for relevant facilities.

Works collaboratively with the Medway Public Schools to ensure effective assignments of fields.

Liaison between youth sports leagues and adult sports leagues and the Town.

Oversees and maintains Department budget. Prepares budget and makes funding recommendations based on strategies to solve funding deficiencies, program and facility priorities, and Town and department funding guidelines.

In conjunction with the Department of Public Services, plans for and coordinates the maintenance and repair of departmental facilities, determines appropriate contractors and develops contracts for service.

Recruits, recommends for hiring, trains and supervises qualified staff for seasonal programs as well as departmental staff.

Meets monthly with Parks Commission and at other times as may be required or requested.

Attends other Board and Committee meetings as may be required or directed.

Confers frequently with other department heads, municipal officials, government and business representatives, and the general public on matters of departmental concern.

Determines needs and orders supplies and materials for office and programmatic needs.

Ensures the safety of buildings, facilities and equipment and reports deficiencies to the Department of Public Services.

Performs special projects and related work as required.

## **Recommended Minimum Qualifications**

### **Education and Experience:**

Bachelor's degree in Recreation Management, Facilities Management, or related field, supplemented with three years of experience in recreational services in a supervisory position, preferably in a municipal setting; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. CPR and First Aid certifications are required.

Excellent communication skills are required, both verbal and written, as well as the ability to deal with the public in tense situations. Applicant must possess ability to perform in a fast paced environment, and the ability to demonstrate strong interpersonal and organizational skills. The capability to exercise tact, diplomacy and maintain confidentiality is essential. Proficiency with computers and in Microsoft Office is required. MA driver's license required.

Thorough knowledge of the principles and practices of recreation management. Thorough knowledge of the materials, methods and techniques relative to facilities maintenance. Ability to plan, assign, and supervise the work of groups of employees engaged in a variety of recreation programs and maintenance activities. Ability to maintain good public relations. Ability to deal effectively and diplomatically with the general public and to develop innovative cost-effective programs to meet community needs. Ability to maintain accurate records and to prepare and administer budgets.