

# Town of Limington Maine

## Parks and Recreation Department

### **Assistant Recreation Director**

#### **Position Description**

**Classification:** Full-time (40 hours), Non-Exempt

**Department:** Parks and Recreation

**Reports to:** Parks and Recreation Director

#### **Position Summary**

The Assistant Recreation Director supports the Recreation Director in planning, organizing, and managing a comprehensive community recreation program serving residents of all ages. This position plays a key leadership role in daily operations, program development, staff supervision, facility oversight, and community engagement, with a significant focus on the planning, implementation, and oversight of childcare programs.

The Assistant Recreation Director exercises independent judgment while assisting with administrative, operational, and program responsibilities. The position requires strong organizational skills, leadership ability, and a commitment to providing high-quality recreational opportunities that enhance the quality of life for the residents of Limington.

#### **Supervision**

The Assistant Recreation Director works under the general direction of the Recreation Director. While overall priorities are established by the Director, this position exercises considerable independence in coordinating programs, supervising staff, and managing day-to-day operations.

This position provides direct supervision to seasonal staff, part-time employees, and volunteers throughout the year.

In the absence of the Recreation Director, the Assistant Recreation Director may serve as acting Director and assist in overseeing department operations.

#### **Work Environment**

Work is performed both indoors and outdoors. Duties include office work, field supervision of recreational activities, and interaction with the public.

The position regularly requires evening and weekend hours during seasonal programming, events, and peak recreation periods. Work may be performed in a variety of weather conditions year-round. Frequent interaction occurs with the public, town departments, school officials, volunteers, and community organizations.

## Essential Duties and Responsibilities

The following duties are representative and not intended to be all inclusive.

### Program Development and Operations

- Plan, coordinate, schedule, and supervise a comprehensive before & afterschool childcare program.
- Assist with the planning, coordination, scheduling, and supervision of year-round recreation programs for children, youth, adults, and families.
- Support the development and implementation of a diverse range of recreational offerings, including athletics, special events, camps, trips, and community programs.
- Assess community needs and develop new programs and initiatives that respond to evolving interests and participation trends.
- Support the planning and management of the Town's summer camp programs at Moy-Mo-Da-Yo

### Staff Supervision

- Assist with recruiting, interviewing, hiring, training, and supervising seasonal and part-time recreation staff.
- Develop staff schedules and oversee work assignments.
- Provide guidance and leadership to ensure safe and effective program delivery.
- Monitor activities and visit program sites to ensure quality and safety standards are maintained.

### Administrative Responsibilities

- Support program and event registration processes, including participant enrollment and data management.
- Assist in the development, monitoring, and management of departmental budgets and financial records.
- Maintain accurate records of program revenues, expenditures, participant payments, and equipment purchases.
- Assist in preparing specifications and coordinating departmental purchases.

### Community Relations and Communication

- Foster positive relationships and maintain effective communication with program participants, families, volunteers, and community partners.
- Collaborate and coordinate with other town departments.
- Promote department programs through our website, newsletters, community outreach, and other communication channels.
- Assist with coordination and communication with the Select Board, local schools, and community organizations as needed.

## Youth Program Safety and Oversight

- Ensure all programs are conducted in a safe, structured, and supportive environment.
- Implement and enforce program policies, behavior expectations, and safety procedures.
- Ensure appropriate supervision of participants at all times.
- Respond to incidents and complete required documentation in a timely manner.

## Facilities and Site Management

- Assist with oversight of the Old Town Hall, Moy-Mo-Da-Yo, Blake Memorial Field, and other recreational facilities.
- Assist with coordination with Buildings and Grounds regarding maintenance and improvements to recreation sites.
- Assist with planning and development of future recreational facilities and community spaces.

## Additional Responsibilities

- Support departmental committees and community initiatives related to recreation and wellness.
- Promote the mission and philosophy of the Parks and Recreation Department.
- Perform related duties as required to support department operations.

## Qualifications

### Education and Experience

- Bachelor's Degree in Recreation Management, Parks and Recreation, Education, Public Administration, or a related field preferred.
- Relevant experience in childcare, recreation programming, coaching, community service, or youth programming
- An equivalent combination of education, training, and experience may be considered.

### Special Requirements

- Valid Maine driver's license.
- Certification in CPR and First Aid or ability to obtain within a reasonable time after hire.
- Valid Maine Class B Commercial Driver's license or have the ability and willingness to obtain a Maine Class B Commercial Driver's License (CDL) with passenger and airbrake endorsements.

## Knowledge, Skills, and Abilities

### Knowledge

- Principles and practices of community recreation programming.

- Recreation program planning and athletic program management.
- Budget development and program financial management.
- Considerable knowledge of human development as it relates to recreation programs and services
- Understanding of the principles, best practices, and emerging trends in delivering community recreation programs for diverse populations.
- Recreation program planning, implementation, and evaluation, including athletic league and event management.
- Risk management, safety standards, and emergency procedures related to recreational activities and facilities

### **Skills and Abilities**

- Strong organizational and planning skills.
- Excellent customer service and interpersonal communication skills.
- Supervision principles, including staff training, scheduling, and performance management
- Aptitude for working with people and maintaining strong working relationships with various groups and the public.
- Ability to communicate effectively both verbally and in writing with people of all ages.
- Ability to coordinate multiple programs and projects simultaneously.
- Ability to develop innovative, cost-effective recreational programs.
- Ability to supervise and motivate staff and volunteers.
- Basic marketing and promotional methods, including digital communication and outreach
- Proficiency with standard office software, spreadsheets, and computer programs
- Experience with Myrec Recreation Software preferred

### **Physical Requirements**

Moderate physical activity is required. Duties may involve standing, walking, running, and lifting equipment, in both indoor and outdoor conditions.

### **Salary & Benefits**

- Salary range depending on experience: \$41,600- \$47,840 per year, or between \$20 to \$23 per hour.
- (2) weeks PTO, (3) after five years of employment
- 13 paid Holidays
- Free (individual) employee healthcare insurance
- Maine Pers Retirement Program