



**Town of Portsmouth**  
**Employment Opportunity**  
**for**



**FULL-TIME ASSISTANT RECREATION DIRECTOR**

The Town of Portsmouth is seeking an individual for a full-time Assistant Recreation Director. This position is very hands on as it works with Town Leaders, Committees and Residents.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree in Recreation Administration, Physical Education, or a closely related field, and/or a combination of three years of education and experience, including administrative and supervisory experience with recreation programs preferred. Related recreational certifications preferred, such as CPR, First Aid, Lifesaving and Concussion Training.

**JOB RESPONSIBILITIES:**

The purposes of this position are to assist the Director of Recreation with planning, organizing, and supervising a comprehensive public recreation program for the community, including special programs and activities and varied seasonal indoor and outdoor activities and programs. Assists in overseeing all recreation areas, including parks and waterfronts. Assists in evaluating the needs of the various populations served and seeks out new ideas and methods to provide the appropriate services. The Assistant Recreation Director is required to exercise considerable independent judgment in assisting with managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Town applications are **required** (resume may be attached) and are available on the Town's website at [www.portsmouthri.gov](http://www.portsmouthri.gov). Completed applications may be submitted in person or emailed to [lpuglia@portsmouthri.gov](mailto:lpuglia@portsmouthri.gov). Applications will be received until the position is filled.

*The employment policies and practices of the Town of Portsmouth are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.*

**AN EQUAL OPPORTUNITY EMPLOYER**

Lisa E. Puglia  
Human Resources Director