

**TOWN OF PORTSMOUTH, RI
ASSISTANT RECREATION DIRECTOR**

Department:	Parks and Recreation
Reports to:	Director of Parks and Recreation
Supervises:	Staff and Volunteers
Position Status:	
Union/Non-Union:	Non-Union

Position Summary/Purpose:

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.

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.)

- Assists the Recreation Director in initiating, organizing, and directing community recreational programs and activities in the department and assists with the evaluation and the effectiveness of programs and recreational needs of the community.
- Manages all aspects related to the operation of the beach.
- Assists with the development of short term and long range comprehensive departmental plans; presents new programs and policies to the Parks and Recreation Director for approval. Assists with evaluating and adjusting various programs and activities throughout the year.
- Assists with overseeing and/or directing indoor and outdoor recreation programs including the scheduling of events, facilities and activities, planning celebrations, scheduling and training volunteer and seasonal staff, and coordinating with sports leagues.
- Ensures the care and maintenance of athletic fields, waterfronts, parks, camp sites and tennis courts; inspects recreation facilities, equipment and waterfront areas. Ensures the daily maintenance of public bathrooms/garbage collection. Directs requests for

- repairs or light maintenance through the Director.
- Assists with conducting surveys to determine recreation needs. Studies conditions, needs and trends affecting recreation and park requirements of the Town and proposes new offerings.
 - Assists with supervising and/or conducts the registering of program participants; collects fees and maintains financial records of each program.
 - Assists the director with department budget preparation.
 - Assists with developing and distributing informational material about department programs and activities that are advertised through schools, newsletters, the web and other forms of social media.
 - Assist with ensuring that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines whether the incident or accident was preventable.
 - Assists with training and supervising staff.
 - Submits oral and written reports to the Recreation Director.
 - Responsible for owning the new program software as well as approved social media sites.
 - May require an adjusted work schedule to ensure proper supervision seven days per week during the peak season.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field and over 3 years of responsible recreation experience including the development of community-wide recreation activities and supervision of parks maintenance, or an equivalent combination of education, training and experience.

Special Requirements:

Must have and maintain valid driver's license.

Related recreational certifications preferred, such as CPR, First Aid, Lifesaving, and concussion training.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of recreation programming and municipal recreation administration.
- Knowledge of field and waterfront maintenance.
- Knowledge of recreation, sports and social activities as are usual in a public recreation program.
- Knowledge of and ability to coordinate the programming, operation and the request for maintenance of indoor and outdoor facilities.
- Knowledge of social trends and indicators and their impact on recreational policy.
- Knowledge of relevant computer applications.
- Ability to develop short term and long-range comprehensive plans for programs and activities, and to organize, implement and evaluate such programs and activities.
- Ability to deal effectively with town staff and officials, youth, the public and the media.
- Ability to handle multiple projects and programs at one time.
- Ability to assign, train, and supervise programs, volunteer and camp staff.
- Excellent verbal, written and presentation skills.
- Aptitude for working with people and maintaining effective working relationships with various groups and the public.
- Aptitude for working with paperwork and details.
- Skill in using office equipment and sports equipment.
- Skills associated with the supervision and training of staff.
- Strong skills associated with organizing and directing programs and activities.
- High level of customer service skills.

Supervision:

Supervision Scope: Performs a wide variety of routine, technical, management and administrative responsibilities requiring recreational programming. Performs responsibilities requiring independent judgment and initiative.

Supervision Received: Works under the direction of the Recreation Director.

Supervision Given: Supervises the Recreation staff and volunteers developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public; frequently required to perform inspections of outdoor and indoor recreation programs under possible adverse weather conditions, including extreme hot

and cold; frequently driving to recreational facilities and sites; frequently required to make minor repairs, move field equipment or set up equipment.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment as well as sports equipment and hand tools.

Makes frequent contact with other municipal departments, the public, schools, vendors, contractors, other towns' recreation departments and facilities, and volunteers; communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in damages to buildings and/or equipment, monetary loss and/or rework and legal ramifications and/or potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non-weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel			X	
Climbing stairs			X	
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	

Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (heavy equipment/traffic)	X			
Very loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)