

Asst. Director – Parks and Recreation-Town of Bethel

Provides administrative and professional supervision in the implementation of a variety of parks and recreation services. Responsible for assisting the Director in the effective planning, delivery, and evaluation of comprehensive year-round recreational programming.

- Plans, Implements, and supervises a variety of recreation programs including open gyms, basketball leagues, enrichment classes, specialty and day camps, day trips and special events.
- Evaluates programs for effectiveness and participation levels through compilation and completion of program evaluations and financial reports. Recommends program changes; develops new programs.
- Monitors program activities in order to assure a safe and pleasant environment for participants and staff. Attends programs, events and trips on evenings and weekends, as needed.
- Develops, designs and distributes promotional materials such as seasonal brochures, posters, and flyers.
- Assists in the preparation of the annual operating budget for assigned recreation programs.
- Selects, supervises and evaluates seasonal staff, schedules work, approves payroll sheets and provides orientations and training, as needed.

Additional Responsibilities:

- Performs all duties of the Director in his/her absence.
- Ensures accurate and timely payments to all program employees.
- Performs other duties, as required.

Qualification:

Skill and knowledge would generally be acquired with a Bachelor's degree in recreational administration, or closely related field, with three (3) years' experience in a parks and recreation agency. A minimum of two (2) years' supervisory experience preferred. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of education and experience.

- Must be computer literate with knowledge of Excel, Microsoft, and a familiarity with recreation software preferred.
- Extensive knowledge of recreation activity involving sports, games, outdoor recreation, dance, music, art, drama and special events.
- Ability in supervision, personnel management and evaluation.
- Ability to instruct and lead groups.

This position is open until filled. Applications and/or resumes should be sent to the HR Department, 1 School Street, Bethel, CT 06801 or may be emailed to kanskyp@bethel-ct.gov.

Salary: \$60,000-\$65,000 (DOE) Full Benefits.

EOE-M/F/V/D