

**TOWN OF GORHAM**  
**JOB DESCRIPTION**  
**GORHAM RECREATION DEPARTMENT**  
**DIRECTOR OF RECREATION PROGRAMS**

**General Summary:**

This position is under the direct supervision of the Recreation Director and is of a professional and administrative nature. This full-time position coordinates, administrates, supervises, evaluates and is a direct leadership position with considerable public contact. This position is responsible for the planning, implementation, supervision and evaluation of all aspects of programs for youth and adult sports, community programs and special events. This position works closely with other Recreation Department staff, Gorham School Department Administration and staff, and Town of Gorham employees and Administrators. This position has access to sensitive and confidential information.

**Position Classification:** This position is classified as a regular full-time, hourly (non exempt) position.

**Supervisory Responsibilities:** This position supervises part-time and seasonal employees. This position also supervises volunteers.

**Essential Job Functions:**

- Must be able to work weekdays, evenings and weekends as well as occasional long hours in a moderate to high stress environment.
- Must hold a Maine Driver's License and be insurable in a normal risk pool and be able to obtain a CDL Class B Passenger Endorsement to drive a bus.
- Must be able to maintain the confidentiality of sensitive information.
- Must have normal vision and be capable of using telephones, computers, printers, calculators, printers, calculators, and fax machines.
- Must be able to stand, walk, stoop, kneel, and reach for participation in physical activities.
- Must be able to work independently and exercise good judgment when making decisions.
- Must be able to effectively communicate orally and in writing.
- Must be able to lift up to 50 lbs.
- Must be able to achieve and maintain Certified Park and Recreation Professional Certification from NRPA (National Parks & Recreation Association).
- Must be able to work effectively with the public, Town employees, volunteers, other public and private organizations and the media to implement programs.
- Must be able to organize and supervise youth and adult sports activities, community programs and special events. Must be able to recruit, train, and evaluate staff, develop and implement a budget, and maintain records.
- Must have excellent customer service skills.

*External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.*

### **Duties and Responsibilities (Illustrative Only)**

- Recruits, interviews, hires, trains and evaluates employees and volunteers for coaching, supervising, and managing youth/adult sports programs, community programs and special events.
- Conducts youth sports coaching clinics to assure volunteers are certified and prepared to coach. The youth sport according to Department philosophy.
- Has considerable access to sensitive and confidential information. Maintains a high degree of Confidentiality with regard to this information at all times.
- Assists Recreation Director with overall development of the budget for programs including cost analysis, pricing structure, monitoring, recording and coordinating of registrations, payments and rosters, and the purchase of supplies.
- Works within the approved budget from Director to maintain facilities, equipment and staffing at an appropriate level of service.
- Maintains accurate records, statistics and correspondence for participants, staff and volunteers.
- Plans, schedules, organizes, staffs, implements and supervises all youth and adult sports, a variety of community programs and special events.
- Recruits, trains, supervises and evaluates seasonal and part-time employees and volunteers to achieve program goals.
- Maintains the payroll records on each employee.
- Develops programs budgets; conducts activities to support expenditures, including but not limited to collecting fees, raising revenues and recruiting sponsors; and presents budget to the Recreation Director for approval.
- Prepares brochures, flyers, handbooks and other public relations work to promote youth and adult sports, community programs and special events.
- Oversees media releases publicizing the Department and recreational programs.
- Maintains the Department's webpage.
- Maintains schedule of availability for all indoor recreation facilities coordinating use between Departmental activities, school related activities and other user groups.
- Verifies that user groups and/or individuals possess adequate insurance coverages.
- Maintains records and produces report of recreational activities and attendance.
- Attends appropriate trainings and professional development programs. Remains current in concepts and techniques of community recreation programs through continuing education. Analyzes problems, issues and opportunities and recommends courses of action to Director for implementation.
- Purchases, inventory, researches and maintains all program supplies.

- Schedules, supervises, conducts and evaluates recreation programs for the community.
- Participates in before and after school programming as required.
- In the absence of the Recreation Director, works with Department staff to oversee the daily operations of the Department .

*These are illustrative and temporary work guidelines. Employees in this position are expected to perform other tasks and work as required.*

**Desirable Education and Experience**

- Knowledge of administration of Department programs as well as departmental goals, philosophies and policies.
- The ability to be certified as a National Youth Sports Coaches Association Clinician.
- The ability to establish and maintain effective relationships with staff, various community groups and the general public.
- The ability to assume responsibility for personal growth and development through participation in workshops, meetings, seminars, and conferences.
- Graduation from a four year college or university with specialization in recreation leisure service administration or related field of study. Demonstrated oral and written communication skills, strong interpersonal skills, the ability to create, organize and implement effective programs and be a self-starter with the capability to work with minimal supervision and achieve maximum effectiveness.
- National and/or State certification in recreation preferred.
- Minimum of three years' experience in a similar position desired.

**Working Conditions/Physical Demands**

- Work is generally performed indoors in an office environment or recreation facility and outdoors under varying conditions and circumstances in a moderate to considerably noisy environment.
- Moderate physical activity with lifting of 50 lbs. and occasional lifting of objects weighing over 50 lbs.
- Work is in a moderate to high stress work setting.
- Work involves evenings and weekends.
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*The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for the changing needs.*

REVISED: April 1, 2016  
 ADOPTED: April 1, 2016