

# Town of Bowdoinham

## Job Description

**TITLE:** Recreation Director  
**Work Schedule:** Part-time  
**FLSA:** Non-Exempt

**DEPARTMENT:** Recreation  
**Revised:**9/17/2019  
**Approved:**10/22/2019

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This is a part-time position consisting of practical work related to the administration, planning, and direction of Bowdoinham's municipal recreation programs. The position requires office hours during normal Town Office operating hours and requires staggered hours including evening and weekend work due to program scheduling needs. Programs may run seven days per week.

The Recreation Director is responsible for developing and administering comprehensive community, cultural, recreational, and other leisure time activities on a year-round basis serving all age groups from youth to adults, as well as the organization and supervision of all volunteers required to carry out the Town's recreation program. The Recreation Director is also responsible for coordinating recreation facility maintenance, program publicity, public relations, scheduling events, and maintaining and processing program records and reports. Work is reviewed through periodic discussions of program needs, conditions and problems under the supervision of the Town Manager. This position entails extensive public contact.

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**REPORTS TO:**  
Town Manager

**SUPERVISES:**  
Volunteers

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### **General Expectations and Position Summary:**

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

### **General Duties & Responsibilities:**

The Recreation Director:

1. Develops the overall municipal recreation program and prepares policies and procedures governing each activity.

2. Develops child safety programs and safety training programs for volunteers.
3. Consults with staff, parent groups and individuals to determine program needs.
4. Recruits and trains program volunteers.
5. Develops and executes fund raising programs and activities.
6. Controls, maintains and directs the recreation facilities and land used for recreation. Evaluates present and future needs for recreation, land, facilities, and programs.
7. Develops a coach/volunteer application and develops and executes a code of conduct for coaches.
8. Supervises all recreation volunteer personnel.
9. Coordinates programs with community recreation activities conducted by private groups and other town staff.
10. Prepares, and justifies the Recreation Department budget; controls and supervises department expenditures.
11. Prepares correspondence and communication pertaining to recreation and meets with social, civic and community groups to explain programs and stimulate public interest.
12. May serve on area and/or regional boards and/or committees that foster recreational activities for Bowdoinham residents.
13. May work with other municipal recreation directors and committees on regional recreational opportunities that include Bowdoinham residents.
14. Performs related work as required.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

2. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
2. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field

**Desired Minimum Requirements:**

Education and Experience:

1. Graduation from an accredited high school, or equivalent, a two or four year college degree preferred, but not required, and
2. Demonstrated leadership skills in administering a recreation program, or participation in recreational programs as an employee or volunteer demonstrating leadership and knowledge of recreation programs, or
3. Any equivalent combination of training and experience related to the job duties and responsibilities.

Desirable knowledge, skills and abilities:

1. A basic knowledge of the principles and practices of public recreation programs.
2. The ability to work closely and effectively with the staff, residents and others in developing and implementing the Town's Recreation Program.
3. A basic knowledge of the facilities and equipment needed in a broad recreation program, the proper arrangement of recreation areas, and knowledge of the principles and practices of maintenance, construction, and use of public recreational buildings and facilities.
4. A basic knowledge of a wide variety of recreational activities and considerable knowledge of community recreation needs and resources;
5. Skill in operation of listed tools and equipment.

6. The ability to plan, budget for, and administer a recreational program suited to the needs of the community.
7. The ability to assure that assigned areas of responsibility are performed within budget; to perform cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; to prepare annual budget requests; to assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
8. Possess and maintain a valid Maine motor vehicle operator's license.
9. The ability to plan, organize, coordinate, and direct the activities and personnel involved in a well-rounded recreation program.
10. Ability to establish and maintain effective working relationships with town officials, employees, supervisors, social organizations, other agencies, and the general public.
11. The ability to interpret effectively the policies of the department to volunteer staff and the public.
12. The ability to serve as liaison with representatives of the Bowdoinham Community School and School Administrative District #75 for recreation purposes and to work cooperatively with the school and district staff to coordinate program and facility needs.
13. Ability to communicate effectively, verbally and in writing;

### **Tools and Equipment Used**

1. Personal computer, including word processing and spreadsheet software; calculator; copy and fax machine; phone; mobile or portable radio; automobile, lawn care equipment and recreational facilities equipment.

### **Selection Guidelines**

1. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
2. The duties listed above 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.
3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.