

PARKS AND RECREATION DIRECTOR

PART-TIME (20 HOURS/WEEK)

JOB SUMMARY

This position is responsible for planning, organizing, and directing parks and recreation programs, services, and community activities for the Town.

SUPERVISION RECEIVED

The Parks and Recreation Director shall be responsible for planning, organizing, and coordinating parks and recreation programs and services for the Town. This position reports directly to the Town Administrator. The Parks and Recreation Director will work closely with the Parks and Recreation Committee and Department of Public Works (DPW) in support of parks and recreation programs and services.

SUPERVISION EXERCISED

Limited to seasonal or part-time employees and management of volunteers.

EXAMPLES OF DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position).

1. Provide assistance and support for the Parks and Recreation (P&R) Committee in furthering its goals on behalf of the Town.
2. Work with Town staff, P&R Committee, and other community groups to further parks and recreation opportunities for Durham. Work collaboratively with stakeholders to form a long-range plan for recreational enhancements.
3. Plan, organize, and supervise community events and programs, and develop programs for community members of all ages. Review these activities and programs periodically and make recommendations to implement changes within the parameters of available financial resources.
4. Develop a strong, productive working relationship with the Oyster River Youth Association (ORYA), UNH, local community groups, Oyster River Parents of Preschoolers (ORPP), Durham Public Library, Oyster River Cooperative School District (ORCSD), adjacent towns, and citizens on parks and recreation matters in order to promote and foster a sense of community and to coordinate and share facilities.
5. Work with the DPW to help plan, coordinate, and budget for existing parks and recreation facility maintenance and improvement, and assist in the development of potential new recreational sites.

6. Research and pursue funding and grant opportunities, and coordinate fund-raising activities when appropriate.
7. Develop an annual Work Plan.
8. Promote P&R opportunities, including updating the web site.
9. Perform additional duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REOUIRED

The following are necessary for the position:

1. Excellent interpersonal skills.
2. Good verbal and written communication skills.
3. Good planning and organization skills.
4. Creativity and imagination.
5. Independence and initiative.
6. Ability to follow direction, meet deadlines and accomplish tasks with minimum supervision.
7. General knowledge of parks and recreation issues, funding sources, and budget development and oversight.
8. Ability to organize, manage, and motivate volunteers.
9. Ability to represent the Town in contacts with UNH, ORYA, public, and other entities.
10. Working knowledge of computers and basic software.
11. Work required during evenings and weekends outside of normal business hours.

MINIMUM QUALIFICATIONS

1. A Bachelor's degree in Recreation Management or related field preferred, and at least one year working with the public in a parks and recreation position or related area. An acceptable combination of experience may be combined to fulfill the formal education requirement noted above.
2. Experience or exposure to grant proposals and fund-raising preferred.
3. Working knowledge of computers and basic software.

Licensure/Certification requirements: Valid NH Driver's License

Other Considerations: Hourly position.