

## **Borough of Stone Harbor**

Position: Director of Recreation

Job Description Created: 8/30/18

Reports To: Borough Administrator

Department: Administration

Internal Liaisons: Mayor, Borough Council and Borough Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, community members/groups, and members of the general public

### **POSITION SUMMARY:**

The Director of Recreation is responsible for the overall coordination, administration, and management of all Borough recreation programs, activities, and special events. The Director of Recreation ensures the development and delivery of a wide-range of leisure activities for the Borough within operational and budget limitations. The Director of Recreation will lead the strategic direction of policy development, administrative and budgetary planning, and conflict resolution for the recreation department. This position will also represent the Borough by attending meetings and participating on special business and community development initiatives.

The Director has internal contacts with the entire administrative staff and external contact with community organizations. This position has access to sensitive Borough information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent the Borough in a professional manner.

The Director will assume all management responsibilities for the department and will report to the Borough Administrator and participate in department activities as necessary.

### **ESSENTIAL FUNCTIONS:**

#### **A. Administration**

- Plans, directs, inspects and reviews parks, playground, buildings and related facilities, operations and maintenance activities for the Borough.
- Develop and execute year-round comprehensive recreational programs and special events for residents and visitors of various ages including but not limited to; sporting events, wellness programs, fitness programs, camps, clinics and leagues
- Collaborate with Avalon Recreation and Stone Harbor and Avalon Elementary Administration to develop sports club opportunities during school year for elementary students
- Plans and directs park and recreation facility acquisition, development and improvement; Act as project manager for capital projects; timelines, deliverables, budgeting, developing contingency plans, mitigate risks and communicate statuses with governing body, third parties, and clientele.
- Conceptualize and petition grant funding for various capital ventures when applicable

- Guide on-site facility management including but not limited to; sustainable efforts, energy services, plumbing, electrical, interiors, structures, landscaping, housekeeping, compliance, risk management and flood mitigation, and completion of incident reporting
- Advises and consults with the Recreation and Tourism Committee and Recreation Advisory Board regarding the development, operation and improvement of the Boroughs parks and recreation program.
- Consults with other governmental official about the operations of recreation systems and keeps the public informed through public service announcements and special reports.
- Expand media platforms and public relation duties: prepare press releases; create marketing and promotional materials; update content on Borough website, dedicated Stone Harbor Recreation website, Instagram and Borough app
- Work in conjunction with Director of Tourism to post and create events on Stone Harbor Recreation Facebook page
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

#### **B. Outside Groups and Organizations**

- Works with outside organizations, independent contractors, and potential new groups involving Borough facilities in planning upcoming events, camps, leagues or other miscellaneous programs.
- Ensures that groups and organizations understand and adhere to Borough policies, remit fees on time, obtain necessary permits and insurance, and develop room and/or facility layout.
- Monitor day-to-day operations of programs, classes and facilities, including ensuring the rooms are appropriately configured and that equipment is available.

#### **C. Management Duties**

- Provide management of Recreation department and staff through independent judgment and decision-making.
- Regularly direct the work of, schedule and provide staff development opportunities and training to department staff, hourly and volunteer staff.
- Perform management functions for the department such as hiring, firing, performance evaluations, disciplinary counseling, salary recommendations, workload distribution, communication, recognition activities, and employee relations.
- Prepare a departmental budget, participate in the organization's budget preparation process, and operate within budget limitations.
- Attends and presents monthly report at 2<sup>nd</sup> Council Meeting of the month.

### **Non-Essential Functions**

- Attend relevant workshops as necessary to maintain professional knowledge.
- Adheres to the Borough's security guidelines and ensures the appropriate handling of sensitive information.
- Facilitates and attends relevant staff meetings to promote communication and execution of goals.
- Completes special projects specific to the function of the department or as needed for the department as directed by the Borough Administrator.
- Other duties as assigned within the scope of position expectations.

### **Knowledge, Skills and Abilities**

- Strong knowledge of basic principles of public administration with special consideration to departmental personnel and budget administration.
- Knowledge of philosophy, activities, objectives and ideals of community enrichment programs and public recreation.
- Knowledge with MS Word, MS Excel, Outlook, and RecDesk (cloud-based recreational software to manage registrations and accounting)
- Knowledge of methods, equipment and materials used for parks and recreation programs and maintenance.
- Strong written and verbal communication skills and effectively communicate to groups.
- Demonstrates ability to execute varied and seasonal project goals by carefully setting priorities, meeting deadlines, delegating appropriately and scheduling time efficiently.
- Strong attention to workplace safety.
- Ability to follow-up and follow-through with strong attention to detail.
- Ability to supervise and direct the work of others.
- Demonstrates ability to work with other people through a cooperative effort.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative and professional interaction with diverse groups of co-workers, external business partners and the community.
- Adheres to all Borough and departmental policies and procedures.
- Attends all Borough in-services as required.

### **Experience, Education and Licensure**

- Minimum Experience: 5+ years related experience involving the development and delivery of recreation programs in a local government or community based setting.
- Minimum Education: Four-year degree from an accredited college preferably in the fields of Public Recreation, Park Management, Public Administration or Parks and Recreation. Additional experience may be substituted for college degree on a year for year basis.

- Licensure: Valid New Jersey driver's license and satisfactory driving record required. Professional registration in the national Parks and recreation Association or an affiliated state association comparable to the New Jersey recreation and Parks Association is required prior to the completion of the introductory period.
- Pursuant to Borough regulations the applicant is required to undertake a Criminal Background Check. It is a condition of employment with the Borough of Stone Harbor that all applicants agree to this requirement before appointment.

### **Physical Demands**

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.

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must occasionally lift and/or move up to 35 pounds.
- Participation in certain recreational activities.
- Specific vision abilities required by the job include frequent reading and 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 that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you may be required to travel outside to Borough or community locations.
- Position may require occasional trips to attend conference, seminars and meetings.
- Regularly requires the need to be on site weekends, evenings and holidays to supervise events and activities and based on seasonal requirements.

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*