

Town of Franconia Employment Opportunity

The Town of Franconia is actively seeking a part-time Director of Recreation. Under the direction of the Board of Selectmen and Tri-Town Recreation Committee, the Recreation Director plans, organizes, schedules, and implements year-round sports, activities, and events for the department and oversees the town's summertime day camp program and seasonal staff. Candidates should be enthusiastic and informed about current recreational trends and have the ability to develop new recreational activities as well as continue our existing programs. Recreation happens 7 days a week and candidates must be willing to work occasional nights and weekends as dictated by events.

\$25,000 Annual Salary

To apply, please submit a letter of interest and your resume to the attention of Interim Town Administrator Sharon Penney at townadmin@franconianh.org.

This position will stay open until filled. Full-time employment may be available for the right candidate.

Recreation Director Job Description

DUTIES OF THE PARKS AND RECREATION DIRECTOR

The Director shall carry out the policies established by the Recreation Committee and serve as technical advisor to the Committee. The duties of the Director shall include:

Administration:

- To administer the work of the Committee according to its established policies and to supervise an efficient administrative organization providing maximum service at reasonable cost.
- Communicates with participants, parents, staff and volunteers to obtain cooperation and success of the programs.
- Resolve conflicts and problems impeding success.

Planning and Research:

- To conduct studies of local conditions and needs affecting recreation and to suggest immediate and long-range plans to meet those needs
- to check the effectiveness of the LRC's service;
- to keep informed on developments in the field.
- Knowledge of modern recreation practices and procedures.

Public Relations:

- To interpret the programs, their philosophy and objectives through every suitable means;
- to establish and maintain cooperative planning and working relationships with all local community, governmental, and private agencies.

Staff:

- Working to recruit, recommend the employment of, organize, train, and supervise all personnel, including volunteers;
- to assign duties and maintain good relationships between the staff members;
- to report to the LRC on all personnel matters requiring disciplinary action.
- Responsible for ensuring a safe and healthy environment for staff, volunteers and participants.

Program:

- To develop a broad program of activities and services to meet the needs and desires of the public, as reviewed by the LRC;
- to supervise the organization and conduct of the programs.
- Plans all youth recreation activities.
 - *Summer Program.*
 - This includes hiring counselors,
 - setting up and scheduling activities,
 - transportation,
 - safety standards.
 - *Baseball/Softball, Soccer, and Basketball Programs.*
 - This includes obtaining participants,
 - coaches,
 - referees,
 - uniforms,
 - scheduling
 - collection of fees.
- To arrange transportation

Finance:

- To direct the expenditures of LRC funds in accordance with the budget appropriations and the policies of the Towns;
- to prepare budget estimates and to supervise the keeping of complete and accurate financial records for the LRC.

Areas and Facilities:

- To recommend or direct the acquisition, design, construction, and operation of recreation areas and facilities under the control of the Committee, and to arrange for their proper maintenance and operation.

Records and Reports:

- To keep careful and complete records of activities, services, personnel, and property;
- to prepare regular and special reports;
- to prepare a written agenda for each regular Committee meeting.