

SUMMER RECREATION PROGRAM

Program Director

DEFINITION

This is the main position which manages the recreation program both on and off site. Supervision of staff, programs, operations and facility maintenance are involved. The Program Director provides skilled leadership in specific functions in support of the summer recreation program's activities. The Director requires specialized program knowledge and is performed with considerable independence. Program Director oversees the counselor staff and activities in support of a quality summer recreation program. Supervision of other employees is involved. The Program Director oversees all paperwork including accounts payable, receivable, and payroll for the program.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Oversees day to day program operations
- Plans field trips and activities
- Establishes and manages the budget for the program
- Oversees staff
- Performs similar or related work as required, directed or as situation dictates.

SUPERVISION RECEIVED

Under the general supervision of the Town Administrator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and community members involved in the program, incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and 1 to 2 years of relevant experience; or any equivalent combination of education, training, certification, and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough working knowledge of day to day camp operations, how to manage a staff, how to plan and budget. The knowledge and ability to ensure relationships run smoothly.

Ability: Ability to perform all job duties, operations, and maintaining positive relationships is imperative.

Skills: Skill in basic camp operations as well as managing staff and budgets and planning.

WORK ENVIRONMENT

The nature of duties involve heavy lifting, the ability to walk, run, and move quickly.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved.

Motor Skills

Duties involve moderate ability to stand, walk, and coordinate.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.