

# **Town of Truro**

## **Job Description**

### **Recreation/Beach Director**

**Title:** Recreation/Beach Director  
**Classification Code:** Grade 12  
**Reports to:** Town Manager

#### **Weekly Hours:**

Full-time, year round, 40 hours per week. Works under the direction of the Town Manager and implements policies recommended by the Recreation and Beach Commissions.

#### **Job Environment:**

Work is performed indoors and outdoors with exposure to variable weather conditions. Position entails managing, supervising, administrating, organizing and implementing year-round activities, supervising participants and ensuring safety of all involved. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner and willing to lend assistance where needed.

#### **Specific Duties:**

The essential function or duties listed below 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.

1. Oversees plans for weekly activities of the recreation/beach program to include age-appropriate activities, decides schedule changes, and interprets league rules and guidelines.
2. Instructs staff in the leadership and supervision of groups of participants in a variety of recreational activities and programs.
3. Responsible for the supervision of seasonal recreation and beach employees - including the weekly preparation of the staff schedule, annual evaluations, and other related employee requirements.
4. Supervises the acquisition, planning, design and replacement of equipment, supplies and recreational facilities; coordinates availability of recreational facilities; experience with bid specifications, purchasing and capital projects related to recreation/beach programs.
5. Prepares annual budget for the Recreation/Beach Department and all required fiscal documentation. Administers budget. Maintains and submits expenditure reports to the Town Manager and the Town Accountant, as required.

6. Responsible for the planning of various special events.
7. Assists in special recreation activities such as arts and crafts, dancing and providing guest instructors and lecturers.
8. Stimulates interest and directs a variety of competitive and non-competitive sports, games and activities.
9. Deals with departmental problems and minor discipline situations.
10. Maintains registration records, attendance records and parental consent forms for field trips for each child.
11. Prepares and submits bi-weekly payroll to the Town Accountant.
12. Oversees the collection and transmittal to the Treasurer of all program fees.
13. Responsible for public relations.
14. Oversees bus transportation and parental communications.
15. Assesses and resolves complaints.
16. Attends Recreation and Beach Commission meetings. Meets regularly with town officials and department staff.
17. Reviews and maintains public safety and law enforcement in cooperation with the Truro Police, Fire & Rescue Departments, the Department of Public Works, and the National Park Service.
18. Other job-related duties as may be properly assigned.
19. Responsible for finding coaches and/or additional adult supervision for all programs as needed.
20. Responsible for implementation, staffing and planning for school vacation events.
21. Responsible for daily operations of the Recreation Office and Recreation Program Data the Community Center and coordination of Beach operations in season.
22. Establishes and enforces beach rules, i.e.: no glass, no alcoholic beverages, etc., with assistance from Board of Selectmen, Town Manager and/or Beach Commission.
23. Notifies Fire Department of illegally-set fires.
24. Keeps Town Manager informed of all beach and recreation activities and immediately reports any significant problems found.

**Minimum Qualifications:**

1. Minimum age of 21.
2. Bachelor's degree in recreation management or related field preferred.
3. Must be able to work independently and possess effective verbal communication skills.
4. Proven ability in the area of supervision of children.
5. Minimum of 5 years in recreation management.
6. Must have Basic CPR and First Aid training and skills, and AED certifications.
7. Must possess knowledge of ADA, Shorebird Protection Laws, Department of Early Education and Care Licensing Regulations and other relevant state and federal guidelines.
8. Must have a valid Massachusetts driver's license.
9. Must have strong administrative, organizational and teaching skills, and be able to exhibit diplomacy with the public.
10. Ability to participate in all activities.

**Physical Requirements:**

1. Ability to perform duties indoors and outdoors with exposure to variable weather conditions.
2. Ability to move equipment, bags of various sports' equipment and some specific field equipment. Weights vary but approximate 50 pounds or more.
3. Ability to set up and maintain athletic fields and applicable beaches
4. Ability to actively participate in all activities.
5. Ability to bend, lift, stand, run and have stamina to keep up with children.
6. Ability to use a variety of office equipment including, typewriter, computer (basic computer skills, including word processing), copier, fax machine, telephone, etc.

(This 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.)

12/12 revised per rp,adm; 5/13 rates & adj. title; 3/17 revised