

Town of Southborough
Recreation Director
APRIL 12, 2019

The Town of Southborough is seeking a dynamic leader to be its next Recreation Director. Ideal candidate would be someone with a creative vision to oversee and promote services and programming offered in a dynamic, robust department. Facilities include Arts Center program space, multiple athletic fields, courts, and playgrounds. This is a full-time, benefitted position.

Duties: Successful candidate will maintain and improve upon the efficiency and effectiveness of all recreation facilities. Supervises one FT program coordinator, one PT administrative assistant and approximately seventy (70) seasonal staff and volunteers. Performs managerial and supervisory work in developing and administering the department work plans, including indoor and outdoor recreation programs.

Maintains working relationships with local community groups, including organized sports groups (youth and adult), agencies, media, trades people, Friends group, businesses and town departments. Serves as the primary staff individual for the Recreation Commission. Must be able to professionally represent the town, department, and Commission and possess strong advocacy, computer, customer service and public speaking skills.

Develops, prepares, and oversees the department capital, operating and revolving budgets/funds; Develops and implements strategic and long-range plans for growth; oversees the collection and accounting of user fees. Maintains all reports and records including revolving accounts and operating funds for programs, areas, facilities and services. Responsible for revenue generation, cost recovery for grounds maintenance and recreation programs, events, and concerts. Seeks and applies for grants, and should have knowledge of state procurement regulations.

Special Schedule Requirements: Attends meetings/programs outside regularly scheduled work hours.

Minimum Requirements: Bachelor's Degree in park and recreation administration, leisure studies, physical education or related field; three (3) to five (5) years experience in recreational management, preferably in a municipal setting; customer service training and experience; or any equivalent combination of education and experience.

Preferred Qualifications: Preference given for candidates with prior experience and proven track record that includes financial, facility management and supervisory experience; or any equivalent combination.

Salary Range \$67,343 - \$94,280

Applications: Submit cover letter and resume to Personnel, 17 Common St, Southborough, MA 01772 or personnel@southboroughma.com. Full job description is posted at <https://www.southboroughtown.com/town-administrator/pages/job-opportunities>. Southborough is an Equal Opportunity, affirmative action employer; women, minorities and veterans are encouraged to apply.

Deadline: Applications must be received no later than May 3, 2019.