

## **TOWN OF STERLING** **RECREATION DIRECTOR**

Department:	<b>Recreation</b>
Reports to:	<b>Board of Selectman</b>
Supervision	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>30 (in office)</b>
Salary Classification:	
Date Approved	<b>October 2025</b>

### **Position Summary/Purpose:**

The purpose of this position is to plan, coordinate, and administer recreational programs, events, and services for the Town of Sterling. The Recreation Director is responsible for managing recreational facilities, coordinating youth and adult programming, and supervising seasonal and part-time staff. The position also oversees operations of the after-school and summer camp programs through the support of a Recreation After School Coordinator/Summer Camp Coordinator.

The Recreation Director works under the general direction of the **Board of Selectmen** and is expected to exercise independent judgment and initiative in performing the duties of the position. The Director is responsible for enhancing the quality of life for residents through accessible and inclusive recreational opportunities.

### **Essential Job Functions:**

*(The essential functions 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.)*

- Plan, organize, and implement recreational programs and community events for all age groups, including seasonal sports leagues, educational activities, holiday events, and fitness or wellness programming.
- Oversee and maintain the scheduling and usage of town-owned recreational spaces, including fields, courts, and indoor facilities.
- Supervise the Recreation After School Coordinator/Summer Camp Coordinator, who assists with administrative duties and manages program-specific operations.
- Recruit, hire, train, and supervise seasonal staff and volunteers as needed for programming and special events.
- Develop, submit, and manage the department's annual budget; track revenues and expenditures; make purchasing decisions for program supplies and equipment.
- Promote programs using the town's website, social media, newsletters, printed materials, and public announcements.
- Respond to inquiries and concerns from residents, participants, and parents in a timely, respectful, and solutions-oriented manner.
- Monitor and evaluate programs, services, and staff performance; recommend and implement programmatic improvements.

- Prepare reports and updates for the Board of Selectmen regarding programming, facility usage, staffing, and fiscal operations.
- Ensure safety procedures and liability protocols are in place and followed during all programs and events.
- Coordinate with other town departments, schools, and outside organizations for joint initiatives or facility use.

**Other Functions:**

- Perform similar or related work as required, directed, or as the situation dictates.
- Continue professional development and stay current on recreation trends, safety guidelines, and community needs.
- Support town-wide events and collaborate with other departments as needed to promote a unified public service mission.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with an Associate's or Bachelor's Degree in Recreation Management, Public Administration, Education, or a related field, along with 2 or more years of experience in community programming, recreation, or municipal services; or any equivalent combination of education, experience, and training.

Supervisory and budget management experience preferred.

**Special Requirements:**

- Must possess or obtain CPR/First Aid certification within six months of hire.
- Must pass a background check.
- Valid driver's license required.

**Knowledge/Skills/Abilities**

- Strong organizational skills and attention to detail.
- Working knowledge of recreational programming principles, safety standards, and liability concerns.
- Ability to communicate effectively with residents, staff, volunteers, and public officials.
- Proficiency with office software (Microsoft Office, Google Workspace) and digital marketing platforms (website and social media).
- Ability to manage multiple programs simultaneously and meet deadlines.
- Knowledge of municipal budgeting and purchasing procedures.
- Ability to work independently with minimal supervision.
- Strong interpersonal and leadership skills.
- Ability to evaluate programming effectiveness and adapt to changing community needs.
- Ability to lift or carry program supplies and equipment as needed.

**Job Environment:**

- Administrative and supervisory work performed in an office environment with field work

as needed at recreational sites and events.

- Frequent interruptions during daily activities from staff, residents, or phone/email inquiries.
- Requires operation of standard office equipment, computers, and recreational supplies.
- Makes regular contact with the general public, town officials, program participants, vendors, school personnel, and community groups.
- Errors could result in disruption of service, poor public relations, financial loss, or safety risks to participants.
- Access to confidential participant or staff information may occur.

### **Physical and Mental Requirements:**

#### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms				X
Bending, pulling, and/or pushing		X		
Other - Driving		X		

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)			X	

Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

**Vision Requirements:**

- X Close vision (i.e. clear vision at 20 inches or less)
- X Distance vision (i.e. clear vision at 20 feet or more)
- X Color vision (i.e. ability to identify and distinguish colors)
- X Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- X Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*