

Town of Canton, Massachusetts
Position Title: Recreation Director
Department: Recreation

The Town of Canton, Massachusetts seeks qualified candidates for the position of Recreation Director. Canton is a community of 20,775 and is part of Greater Boston, about 15 miles southwest of downtown Boston. The Town's annual budget is approximately \$82 Million.

Job Responsibilities This position would work under the direction of the Board of Selectman and Recreation Commission to provide full range of recreation programs and services to Canton residents. Day to day supervision of this position will be provided by the Town Administrator. The Director will manage the operations of the Recreation Department; plan design, deliver and supervise the Town's recreation programs and facilities (town rink, town pool, fields, and parks); Develop plans and implement programs. Assess customer interest, work with a large seasonal workforce; recruits, screens, interviews, trains, supervises, and evaluates staff. Responsible for the financial management of the general operating and capital budget, and variety of revolving funds, collects and transmits fees; and approves payroll. This position has frequent contact with the public for designing and developing programs. Other contacts are with Canton municipal departments, other recreation departments, vendors, and organizations such as the American Red Cross and the Massachusetts Recreation and Parks Association. Must be able to work flexible and longer hours to meet night, weekend, and seasonal demands of the job. This position is currently a recognized member of the AEA – Administrative Employees Association and supervision for this position as outlined in the AEA employee's contract.

Required Qualifications:

Minimum Entrance Qualifications:

- Bachelors' Degree in Recreation Administration or a related field
- five (5) to seven (7) years experience as a director or administrator of a recreation department; including budget oversight and financial management
- Massachusetts driver's license.

Preferred Qualifications/ Required Competencies:

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- Member of Recreation and Parks Association (Mass)
- Certified as a Park and Recreational Professional (CPRP)
- Proficient Computer Skills – to track, report, evaluate a variety of recreation programs including playground safety, rink operation, outdoor recreation play

- Certified in First Aide, CPR

Required Competencies:

- Comprehensive knowledge of the philosophy and principles of recreation administration
- Knowledge of recreation equipment, facilities and program requirements for recreation activities on a community-wide scale.
- Excellent communication skills at all levels, both written and oral

Salary and Benefits: Salary is competitive and commensurate with skills and experience. The salary range is \$58,585 through \$71,271 with Ice Rink Management Responsibilities with stipend available. The Town of Canton offers a full benefits package. Information on Town benefit programs, including eligibility is located at www.town.canton.ma.us (under Human Resources)

The Town of Canton strongly supports the principle of diversity. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. Alternative formats of this ad are available upon request for persons with disabilities. The Town of Canton is committed to diversity and equality in employment.

To apply please send cover letter and resume to:

**Jody K. Middleton
Human Resources Administrator
801 Washington Street,
Canton, MA 02021.**

**Deadline: Position open until filled. Applications received by Friday January 27, 2012 shall be given priority.
AA/EEO**