

Town of Brighton

Job Description

Title: Recreation Director

Minimum Qualifications:

1. Desire to further department mission of increasing recreational opportunity for all ages and abilities required.
2. Ability to communicate effectively with public, other departments, selectboard and town manager.
3. Ability to work independently and supervise/manage staff and volunteers.
4. Experience with Google Drive, registration software, Excel, and proficient administrative skills required.
5. Previous background in grant writing and grant facilitation (both local and state/federal) preferred.
6. Ability to work some evenings, nights, weekends as dictated by programming, events and meetings.

Reports To: Town manager and selectboard.

Cooperates With:

- Town manager, select board and other department heads as needed. Attendance at regular select board meeting preferred.
- Brighton Recreation volunteer committee.

Duties and Responsibilities:

- The position of recreation director exists to provide leadership and coordination of recreational programming, manage the existing park facilities, and participate in regional recreational collaboration efforts to help foster Island Pond’s identity as an outdoor recreation-based economy and destination.
- The recreation director will both oversee and facilitate a wide variety of recreational activities and events that fit the needs and desires of residents and visitors.

Responsibilities

35 %	Develop and maintain a year-round calendar of recreational activities that fit the needs of residents and visitors. These programs should accommodate all ages and abilities and be well promoted, facilitated and organized. Duties will include recruiting and supervising volunteers as well as direct program delivery.
25 %	Working closely with the volunteer Brighton Recreation committee, local civic organizations and local business community to organize and host a slate of seasonal events designed to serve the community as well as attract visitors to the region.

	Duties will include regular meetings with the recreation committee as well as planning, promoting and organizing said events.
15 %	Grant writing: seek, apply for and facilitate both state and local grant programs to create increased recreational opportunity and bolster the outdoor recreation spaces utilized in town.
15 %	Manage the existing park facilities in collaboration with the building and maintenance department – Lakeside Park Playground, tennis and basketball courts, indoor basketball courts, outdoor skating rink, etc.
10 %	Recreation in the Region: participate, as a representative of the Island Pond Community and Essex County, in a variety of regional based collaborative efforts to strategize ways to leverage recreation as a means to bolster the local economy.

Evaluated By: Town Manager and Select Board

Terms of Employment:

Position is currently part-time at 26 hours per week with the potential to expand to full-time. Pay is commensurate with experience and applicable skill set.