



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

March 21, 2019

Job # 2019-011

Room 312

Information Technology

**PLEASE POST
ANTICIPATED OPENING**

POSITION:

Recreation Director

Human Services Department

HOURS OF WORK:

Regular office hours: Monday – Friday 8:00 a.m. – 4:00 p.m.

Nights/weekends associated with programs and activities required

SALARY:

\$50,000-\$65,000 per year (Actual rate to be determined by Mayor)

(According to Administrative salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Plans, organizes and coordinates year-round community recreation programs, for youth, seniors, adults and visitors, including physical activities, special interest classes, and summer/winter programs (i.e.; July 4th).

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor and/or designee.

SUPERVISION EXERCISED:

Supervises part-time recreation staff, special interest instructors, seasonal employees, volunteers and building craftsman/custodians.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruits, trains and supervises recreation instructors and staff, both paid and volunteer. Coordinates recreation staff in the development and implementation of community recreation programs. Supervises classes, workshops and activities for persons engaged in recreation programs. Selects, plans and implements recreation activities for a variety of ages, interests and skill levels. Responds to public inquiries about recreation programs made by telephone, correspondence, email or during public meetings. Prepares for publication a variety of brochures, calendars, letters, posters, new releases, flyers and related communications regarding recreation program. Responsible for online and social media exposure.

Assists in formulating and administering the recreation budget. Oversees the recreation facilities, including 27 baseball fields, Veterans Memorial Skating Rink, Riverside Park, Plugs Pond, etc. Issues all permits to use city facilities. Responsible for storage and upkeep of all recreation equipment.

Consults with the Human Services Director, Mayor (or designee), coaches/volunteers and other staff in planning for recreation improvements involving the use of city parks, fields, spray park, pond and other city facilities.

The duties listed above 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.

MINIMUM QUALIFICATIONS:

Graduation from a four-year college or university with a degree in recreation or a closely related field. Two years recreation experience including community center programming. Demonstrated experience in facility operations and maintenance. Familiarity with M.G.L. 105 CMR 430.00 (minimum standards recreational camps for children),



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M.G.L. 606 CMR 7.00 (licensure or approval for school age child care), and M.G.L.105 CMR 435.00 (minimum sanitary standards for swimming areas). Certification in First Aid and CPR. Valid driver's license required.

Knowledge of recreation philosophy, planning and administration; knowledge of equipment, facilities, operations and techniques used in a comprehensive community recreation program. Skills in operation of listed tools and equipment. Ability to develop, coordinate and direct varied activities involved in a community recreation program and special community events.; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the public. Ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers. Experience with waterfront management working with lifeguards and dealing with scheduling of staff for public pools/swim areas/spray park, etc.

TOOLS AND EQUIPMENT USED:

Personal computer, copy/fax machine, office phone, cellular phone, automobile, various sports equipment used in recreation programs.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Frequent movement in and out of equipment and vehicles. Attendance is required. Flexibility with weekly schedule a must.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of the job, the employee regularly occasionally works in outside weather conditions. The employee is occasionally to wet, hot/cold and/or humid conditions. The noise level in the work environment is usually quiet while in the office, moderately loud when in the field.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830

The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2019-011 WHEN APPLYING ONLINE.