



**TOWN OF SUNAPEE**  
23 Edgemont Road  
Sunapee, New Hampshire 03782-0717

## IMMEDIATE EMPLOYMENT OPPORTUNITY

### **Recreation Director** FULL-TIME

Sunapee, NH

The Town of Sunapee is seeking an experienced and community-minded individual to lead our Recreation team. The Recreation Director will engage with the public, coworkers, elected officials, volunteers, and outside agency personnel. The successful candidate will develop recreation programs, establish and interpret policies, and develop short- and long-range plans. The successful candidate must have the ability to work independently with attention to detail, possess excellent interpersonal and communication skills, and be self-motivated with the ability to manage multiple priorities. The candidate must have a flexible schedule with the ability to work day and evening shifts, weekends and some holidays as necessary. The candidate must be physically able to perform all activities related to program preparation and facilitation. The candidate must have strong administrative proficiency and good organizational ability.

This full time (FSLA) exempt position has a competitive salary and excellent benefits, including health, dental, life and disability insurance, retirement plan and paid time off. Starting pay is \$25.30 to \$30.07 incumbent upon qualifications and experience.

For more information on this position, please go to our website at <https://www.town.sunapee.nh.us/>. The position remains open until filled. Please submit your cover letter, resume, and professional references to:

Connie Sampson, Human Resources Director  
Attn: Recreation Director Search  
Town of Sunapee  
23 Edgemont Rd  
Sunapee, NH 03782  
or  
[jobs@town.sunapee.nh.us](mailto:jobs@town.sunapee.nh.us)

**Town of Sunapee, NH**

**POSITION: Recreation Director**  
**FLSA STATUS: Exempt**  
**LABOR GRADE: 12**

**DEPARTMENT: Recreation**  
**REPORTS TO: Town Manager**  
**DATE: April 2024**

**GENERAL SUMMARY**

This position performs administrative and supervisory work involved with the development and management of a diversified municipal recreation department, manages day-to-day direction of the operations of the department. Responsible for planning, organizing, directing and administration of the Town's recreation programs; hires, trains, and supervises appropriate staff and volunteers for the department's operation; is responsible for budgeting, purchasing, and maintaining equipment and working with the General Government Buildings and Grounds team to maintain facilities. Works collaboratively with School and Library staff to enhance a sense of community among all age demographics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

- Works under the broad supervision of the Town Manager, operating independently in day-to-day activities.
- Weekend, evening, and holiday hours are required in this position.
- Consults with the Town Manager on policy matters, keeping the Manager informed and making recommendations for improvements.
- In coordination with the Town Manager, plans long range goals and short-term objectives, organizational structure, and overall direction for the department; assures that goals are completed according to the plans.
- Studies local conditions, needs and trends affecting the recreation requirements of the Town; meets with community groups to gather ideas and discuss plans. Works with various committees, groups, leagues, other departments, and committees to develop short- and long-range plans to meet community needs for recreation space, facilities, personnel, and programs.
- Develops, coordinates, and implements a broad and diversified program of recreational/leisure services, activities, events, and programs to meet the needs of the community at large.
- Evaluates programs in terms of participant satisfaction, budgetary, facility and staff need and effectiveness.
- Recruits, supervises, and directs department staff, assigns work, monitors, and evaluates performance, provides training, makes hiring recommendations, and ensures timely completion of projects.
- Prepares, presents, and administers the department's budget; maintains records and documentation of projects, programs and monies spent; sets fees and charges for programs and facilities; investigates alternative funding when appropriate, applies for grants, and revenue opportunities for recreation programs and development.
- Maintains inventory of public recreation/leisure equipment, property and facilities as well as the department's records and history; coordinates with the school system for shared use of facilities and equipment; works with other organizations, leagues and departments for use of facilities and equipment; maintains cooperation in planning and working with other town departments, the

school system, the public and voluntary agencies; serves as liaison with other departments and local organizations.

- Attends meetings, trainings, and conferences that are required to keep up with trends, best practices and to improve programs, facilities and ensure the health and safety of participants, volunteers, and staff.
- Performs special assignments to include researching and preparing reports and projects.
- Responds to public inquiries and complaints; promotes and maintains positive community relations; develops and carries out the public relations programs for the department.
- Designs and composes printed material and press releases, new articles, and promotion tools to publicize events, programs, and activities.
- Responsible for the purchase, maintenance, and inventory of uniforms, equipment, and supplies; and facility maintenance and improvements; secures bids and contracts, as necessary.
- Provides supervision, observation, and participation, as necessary, for activities, events and programs offered by the Department.
- Administers a sizable Summer Camp Program.
- Manages special projects and in partnership with the General Government Buildings and Grounds team, helps with facility upkeep for town fields and playgrounds.
- Submits quarterly and annual reports to Town Manager; prepares reports for Recreation Commission meetings.
- Monitor legislation that impacts department functions.
- Maintains active membership in the NH Recreation and Park Association.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other management duties as requested including serving as the Town's representative on various boards i.e. Sunapee Farmers' Market.

#### Interaction with Town of Sunapee Recreation Committee

- **Advisory Role:** The Director should act as a key advisor to the Recreation Committee, providing expert opinions, data, and insights on recreational matters. This includes updates on current programs, future plans, and challenges faced by the department.
- **Regular Communication:** Establish regular to discuss ongoing projects, gather feedback, and update on progress. This ensures that both the Director and the committee are aligned in their goals and expectations.
- **Implementing Committee Decisions:** In coordination with the Town Manager and the approved budget, the Director should be responsible for implementing the decisions or recommendations made by the Recreation Committee. This involves translating the committee's guidance into practical, actionable plans within the department.
- **Budget and Resource Allocation:** Collaborate with the committee in matters of budgeting and resource allocation. The Director should provide the committee with detailed information on budgetary needs and constraints, helping them make informed decisions.

- **Strategic Planning:** Engage the committee in long-term strategic planning for the Recreation Department. Their insights and guidance can be invaluable in shaping the future direction of recreational services in the town.

### **SUPERVISORY CONTROLS**

Operates under the broad policy guidance of the Town Manager.

Directly or through subordinates, manages, and supervises all department staff and volunteers including, interviewing, hiring, training, planning, assigning, and directing work, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving conflicts. Carries out all supervisory functions in accordance with the Town's rules, regulations, policies, and applicable laws.

### **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in Parks and Recreation Management or a related field. Five years of experience in the field of which at least two years in a supervisory role. Or any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills, and ability. Preference given to those with experience.

Knowledge, Skills, and Abilities – Knowledge and understanding of the recreational needs and desires of the residents and visitors of Sunapee. Knowledge of principles and practices and/or organization and administration of parks and recreation management. Knowledge of administrative principles and practices, including, but not limited to goal setting, program budget development and implementation and program administration. Knowledge of municipal financial and budgeting procedures. Knowledge of applicable state, federal and local laws, rules, and regulations. Knowledge of program promotion and public relations development. Knowledge of risk management.

Must have strong computer skills. Must have strong leadership qualities. Ability to communicate clearly and effectively, orally and in writing.

### **LICENSING AND CERTIFICATION**

Both a valid driver's license and a CPR and First Aid certification are required. NH Recreation and Park Association Certified, Current national certification as a CPRP (Certified Parks & Recreation Professional) or ability to obtain.

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Computers, software, related peripherals; Town Vehicles, hand tools, shovels, rakes, field lining equipment, sports equipment, maintenance equipment, first aid equipment, lifeguard equipment and other miscellaneous sports, recreation, and playground equipment necessary to complete tasks.

### **PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is frequently required to stand, run; walk; sit; run and use hands to finger, handle or feel; reach with hands and arms; and talk, see or hear. The employee must regularly stoop, bend, crouch, or crawl; lift and/or move up to 25 pounds while maintaining fields, setting up equipment, and manipulating equipment.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to outdoor weather conditions. Work is performed in an office setting as well as at gymnasiums and outdoor playgrounds, beaches, and a variety of other indoor and outdoor locations. The noise level in the work environment can be loud. The employee may be exposed to some mental stress due to the need for attention to deadlines, the scope of responsibilities and exposure to the public. Frequent driving to various program sites or riding on vans or buses is required. Weekend, evening, and holiday hours are required in this position.

**Desired Traits and Management Style:**

- An ability to establish and maintain an effective and productive working relationship with staff, other department heads, supervisors, employees, Town Select Board, and all demographic groups represented in the community in general.
- Be a highly effective team player and leader both within the Recreation Department and within the Town organization.
- Possess and demonstrate a positive attitude and understanding of individual and group dynamics.
- Serve as a role model in solving problems, being fair and open in handling conflicts and resolving disputes in a straightforward, consistent, and constructive manner.
- Be a “hands-on” manager within the department and in the organization including leading and participating in recreation programs as needed.
- Be seen as an example of positive and proactive leadership in the Town organization.
- Set high standards for personal and departmental performance and possess skills and abilities to achieve them.
- Can plan, organize a variety of services, programs, projects, and make decisions exhibiting good judgement.
- Possess a strong participatory management style which values the contributions and diversity of all employees/stakeholders; have an “open door” policy which encourages input and feedback; be committed to developing high-performance work teams within the department and the Town-wide organization.
- Be committed to the continuing development and enhancement of skills and abilities of the employees of the department; promote and encourage the professional development of staff.
- Have the knowledge and experience to develop and effectively manage an annual operating budget more than \$200,000.
- Be an excellent communicator, effective listener, able to communicate effectively with employees, community organizations and individual citizens; possess good oral and written communication skills.
- Be a role model in the organization for ethical behavior and professional conduct.
- Be a person with a reputation for creating a structured and disciplined atmosphere through firm, fair and consistent guidance, and leadership.
- Be accomplished in working with an active and engaged community and involving the community in a pro-active manner.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**