

Town of Islesboro Summer Recreation Director Job Description

OUR MISSION STATEMENT

The Town of Islesboro Recreation Department was created to provide recreational programming, facilities, and equipment for Islesboro residents and visitors of all ages.

The Recreation Committee is committed to enriching lives through community activities, teaching life-skills and fun recreational programming for Islesboro residents. We aim to provide valuable, safe and inclusive recreational opportunities using Islesboro's outdoor resources, in collaboration with Islesboro and outside organizations, to enrich each resident's life.

Qualified applicants are encouraged to also apply for the Islesboro Adventure Camp - Camp Director position. The right applicant may be hired to fill both positions.

TOWN RECREATION DIRECTOR - Job Description

Nature of Work.

The Town Recreation Director is tasked with the professional and administrative work of developing, organizing and implementing, directing and evaluating the municipal community recreation program with volunteer help and the guidance of the Town Recreation Committee.

The Town's recreation programming has historically been driven by the public's interest and participation. Programs have come and gone based on the size of age group present on the island at a given time. The recreation director is tasked with identifying the needs and desire of island residents for recreational programming. See below for current programming.

Essential Duties.

- Plan, develop and supervise a wide variety of recreational activities for all ages. See current program list below.
- Oversee the operation and maintenance of Town recreational facilities (Maddie Didge Field, Tennis Courts and Playground.)
- Identify qualified applicants and work with Town Manager to hire appropriate, highly-qualified staff for Town Rec programming
- Train and oversee Adventure Camp staff
- Promote and advertise programming through a variety of channels, including printed flyers, mailings, social media, and other forms of communication
- Prepare and administer annual budget
- Prepare annual report of departmental activities and attendance and present to Town Manager
- Prepare and keeps complete records of all personnel, supply and equipment needs
- Help in the preparation of grants to support or expand programming.
- Evaluate recreational needs, activities and facilities, making recommendations for improvements,

changes, expansions, reductions and maintenance.

- Maintain First Aid kit and encourage safe behavior during programs.
- Perform related work as needed

Requirements of Work.

- Extensive knowledge of the goals and objectives of public recreation.
- An understanding of the problems of a community in respect to recreation, and the ability to formulate and administer recreation programs to meet community needs.
- Ability to plan, organize, direct and evaluate the activities and personnel involved in a well-rounded program.
- Knowledge of creative curriculum and environmental curriculum
- Considerable knowledge of recreation facilities and equipment and their proper use and maintenance, organization and storage.
- Considerable knowledge of a wide variety of recreation activities.

- Great Leadership Skills
- Ability to establish and maintain effective working relationships with co-workers, staff personnel, program participants and the general public.
- Have a friendly and authoritative personality that encourages effective activity by staff and participants.
- Positive attitude with a desire to include all abilities, ages and ideas.
- A connector who relishes the chance to incorporate input from the community and bring organizations together.

Training and Experience Required.

- Experience in recreation leadership in a supervisory capacity
- Graduation from a four year college with specialization in recreation leadership and management; or any equivalent combination of experience and training.
- Experience working with children of different ages and abilities.

- Considerable knowledge of first aid methods and safety precautions used in recreation programming. Maintains first aid kit for program.
- CPR Certified
- Valid State of Maine drivers' license.
- Knowledge of Islesboro and its offerings a big plus.

CURRENT TOWN RECREATION PROGRAMS

Swim & Explore

A six-week course offered in July and August to encourage the youngest members of the Islesboro community to build valuable life-skills and learn to swim. Swim & Explore is a weekly field trip to the Waldo YMCA where students take a swim lesson and then spend the rest of the day exploring some of the wonderful parks and libraries along the coast from Rockland to Belfast. This program is heavily subsidized by the Town of Islesboro and is offered to residents at \$15/day.

Islesboro Adventure Camp

In 2016, the Recreation Committee was reformed to expand recreation programming to include Islesboro Adventure Camp, a full-time day camp for children ages 6-12.

The mission of ISLESBORO ADVENTURE CAMP (IAC) is to provide a safe, full time, child centered summer program on Islesboro that will encourage hands-on learning, a sense of adventure and stewardship for the environment, off-set summer learning loss, and cultivate community living skills in the young people of Islesboro.

Early Childhood Outdoor Play

Encouraging healthy living and a love of the outdoors can never start early enough. Our recreation director has led structured outdoor play and playground games with our preschoolers over the summer. Ideally this would happen at least once a week.

Soccer Camps and Community Soccer Games

In the past the Rec Committee has hosted a week or two of soccer camp during the summer.

Tennis Lessons

Tennis Lessons are available upon request based on our recreation director's availability.

Community Softball and Soccer Games

Maddie Dodge field is often the spot for a game of pick-up soccer during the cool summer evenings.

TO APPLY:

Please mail/fax/email cover letter, resume, and list of references to:

Town of Islesboro

Attn: Town Recreation Job Application

PO Box 76, Islesboro, ME 04848

EMAIL: recreation@townofislesboro.com with SUBJECT: Rec Director Application