

VILLAGE AND TOWN OF CANTON
Recreation Director
Job Description

The Canton Recreation Department is central to health and vitality of our community and the quality of life for residents of the Town and Village. The Recreation Director is responsible for planning, organizing, implementing, promoting, and overseeing Canton's year-round Recreation program and activities.

Working under the supervision of the Mayor, in coordination with the joint Village/Town Recreation Committee, the Recreation Director:

- Oversees town-wide recreation activities and programs for residents of all ages and abilities.
- Supervises and supports recreation, facility, and maintenance staff.
- With the Mayor, Village Budget Officer, and Joint Recreation Committee, develops and manages the \$400,000+ recreation program budget.
- Is responsible for fundraising and grant writing to support recreation programming, with support from the Economic Development Office.
- Facilitates and participates in regular Recreation Advisory Committee meetings.
- Develops, communicates, implements, and monitors short- and long-term strategic recreation program and capital plan.

Specifically, the Recreation Director's responsibilities include but are not limited to:

- Working with the Village Superintendent to oversee management and maintenance of Village and Town Recreation facilities, parks, and trails.
- Hiring, training, and supervising Recreation employees.
- Developing and maintaining a policies and procedures manual for programs and staff.
- Developing, planning, scheduling, running, and supervising recreation programs and trips; scheduling use of the Recreation Pavilion, Taylor Park, and all other recreation facilities, parks, and trails; maintaining online program and building schedules.
- Handling all program registrations, including developing improved, online registration capabilities.
- Marketing recreation programs and facilities; preparing publicity and news releases for programs and facilities; developing and maintaining a strong social media presence for recreation programs, handling Pavilion advertising.
- Billing for all programming and facilities use.
- Maintaining records, including all paperwork associated with the NYS Department of Health, and making monthly written reports to the Village and Town Boards.
- Developing and maintaining key relationships with community partners.
- Interacting with patrons, partners, and stakeholder groups; participating in and reporting to the Joint Recreation Committee and Village and Town Boards.

A successful candidate will:

- Hold a bachelor's degree in recreation, physical education, parks management, or a closely related field from a regionally accredited or New York State registered college and one year of experience in the conduct of recreation activities or operating a recreation facility, including one year in a supervisory capacity, **OR**
- Hold an associate's degree in recreation, physical education, parks management or a closely related field from a regionally accredited or New York State registered college **and** three years of experience in the conduct of recreation activities or operating a recreation facility, including one year in a supervisory capacity, **OR**
- Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma **and** five years of experience in the conduct of recreation activities or operating a recreation facility which shall have included one year in a supervisory capacity.
- Be self-directed, organized and detail-oriented, and demonstrate sound professional judgment.
- Have strong oral and written communication skills.
- Have excellent interpersonal skills and ability to work with people of all ages, backgrounds, and interests.

Canton Recreation Program is a shared service between the Village and the Town; the Recreation Director is a shared position, but is a Village employee that reports to the Mayor and Joint Recreation Committee; it is a Civil Service position.