

RECREATION COMMISSION

TOWN OF HOLLIS

PROGRAM DIRECTOR

Article 1. Responsibility

Responsible for coordinating and directing the usage of town recreation facilities including those made available through cooperation with other town or private groups, for the purpose of the conducting the recreation programs as developed by the Recreation Commission.

Article 2. Supervision Received

Works under the general supervision of the Recreation Commission, conducting activities with considerable operational independence and personal judgment. The Director will be responsible to the Board of Selectmen when working in areas within the Boards' scope of responsibility.

Article 3. Supervision Given

Organize and supervise program volunteers, providing for their selection, training, evaluation and discipline as required. The director shall provide for selection and supervision of fee paid referees and umpires. The director shall also provide the necessary supervision to ensure the protection and maintenance of the facilities as required.

Article 4. Function

The director shall perform the following duties:

- a. Coordinate and implement a broad and diversified program of recreational activities and services.
- b. Cooperate and coordinate town recreational activities with other town departments and the school administrations.
- c. Select, train, supervise and evaluate volunteers.
- d. Schedule the personnel and facilities necessary to implement the programs.
- e. Maintain records and documentation necessary for budget preparation, expenditures and revenues reports.
- f. Schedule for the availability of equipment, uniforms and facility maintenance repairs.
- g. Communicate as required to volunteers, parents and participants the philosophy of the program as stated by the Commission.
- h. Engage in approved fund raising activities.
- i. Assist in the planning and design of recreation facilities.
- j. Provide for the proper maintenance of equipment and facilities to ensure the safety of all participants.
- k. Assist the Commission with establishing a schedule of fees for referees, umpires, etc.
- l. Other related duties as required.

Article 5. Abilities Required

The director shall have the ability to:

- a. Plan, organize, coordinate and direct the activities and personnel involved in a recreation program.
- b. Establish and maintain effective working relationships with town officials, civic organizations, volunteers and the public.
- c. Administer an approved budget and maintain and provide backup documentation of financial activities in accordance with policy as set forth by the Board of Selectmen.
- d. Make recommendations to advise the Recreation Commission and the Board of Selectmen on matters pertaining to Commission policy.

Article 6. Compensation

This position is a paid part-time position. Any requirement for compensation in excess of the budgeted amount shall require the prior approval of the Board of Selectmen.

Approved 8.7.00