

## **Town of Ridgefield**

### **POSITION AVAILABLE**



#### **TITLE:**

**Assistant Director of Program Operations**

Full Time-40hrs week Exempt with Non-Union Benefits

Monday-Friday (8:30am-4:30pm)

#### **DESCRIPTION:**

Responsible for the daily operations, planning and delivery of recreation programs and events for the Recreation Center.

#### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Leads the development and management of all Town recreational programs at the Recreation Center, including seasonal programs; makes recommendations for future programming based on patron interest.
- ◆ Assists in the design and implementation of large-scale community events.
- ◆ Works with Parks & Recreation Director to develop individual program and activity budgets.
- ◆ Assists in the development and monitoring of departmental operating budget and revolving fund accounts.
- ◆ Develops job descriptions for recreation staff, assists in hiring process, designs and conducts training programs for staff, volunteers, board members and advocacy groups; evaluates staff performance.
- ◆ Attendance at Commission meetings on the third Tuesday of the month
- ◆ Attendance at Commission subcommittee meetings as needed
- ◆ Leads the recruitment, hiring, supervision and dismissal (when necessary) instructors and program staff
- ◆ Prepares program schedules and coordinates program arrangements such as location and equipment, etc.
- ◆ Manages the programs budgets including daily computation and interpretation of data for use in management reporting regarding operating revenue and expenses.
- ◆ Reviews and approves payroll and time records.
- ◆ Conducts regular staff meetings with department stakeholders
- ◆ Maintains inventory of program equipment and supplies; develops manuals; drafts policy and procedure documents.
- ◆ Promotes compliance with all Department policies, regulations and safety practices; Ensures customer inquiries and complaints regarding programs and facilities are addressed in a timely manner.
- ◆ Participates in meetings with Parks & Recreation Commission, Town boards and Leadership Team
- ◆ Performs a variety of related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- ◆ Must be able to work productively in a team environment and to skillfully use tools and equipment related to assignments.
- ◆ Ability to identify customer needs and assist in the design and development of programs to meet these needs.
- ◆ Ability to make effective presentations to individuals and to groups
- ◆ Ability to follow complex oral and written directions; ability to maintain complex records and databases and to prepare reports from the same.
- ◆ Ability to lead, establish and maintain effective working relationships with colleagues, potential customers, program participants, and the general public.

#### **EXPERIENCE/QUALIFICATIONS:**

- ◆ Bachelor's degree in recreation, management, therapeutic recreation, public administration, business or a closely related field and four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- ◆ Requires proficiency with Microsoft Office software applications. Database experience is a plus.

#### **PHYSICAL REQUIREMENTS:**

Ability to communicate effectively orally and in writing, as well as give and understand oral and written instructions. Ability to interface and problem-solve with the public. Ability to sit, stand, squat and lift 25 lbs.

**JOB POSTING DATES:** August 23, 2022 – until filled

**HIRING RANGE:** \$85,000 – \$94,000 Depending on Experience

**Interested applicants should send completed application and resume to:**  
**Town of Ridgefield, Human Resources, 400 Main Street, Ridgefield, CT 06877**  
or email: [personnel@ridgefieldct.org](mailto:personnel@ridgefieldct.org) EOE