

## **Job Title: Greenway Joint Recreation Association Director**

**Reports to:** Greenway Joint Recreation Board

**Employment Type:** Full-time, Year-Round

**Salary: \$64,000 & benefit package- Negotiable based on experience**

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### **Position Summary**

The Recreation Director serves as the primary leader and administrator for all Greenway Joint Recreation Association programs and facilities. This includes planning, organizing, supervising, and evaluating recreational activities with a strong focus on youth sports and community events. The Director oversees staff, maintains facilities, manages budgets, coordinates events, and ensures that all programming meets the needs and interests of the community.

### **Key Responsibilities**

#### **Program Management & Youth Activities**

- Plan, organize, and supervise seasonal youth sports leagues including hockey, baseball, softball, football, basketball, and flag football.
- Recruit, schedule, and support coaches, umpires, and referees.
- Organize summer recreation programs and special events.
- Create flyers and promotional materials for seasonal programming.
- Maintain program attendance records and prepare reports for the board.
- Oversee GAHA, Emerald Ice, and any other youth organizations under the Greenway Joint Rec Board.

#### **Facility Oversight**

- Oversee operations, maintenance, and cleanliness of all recreational facilities including ball fields, the ice rink, and the Zamboni room.
- Ensure safe and functional equipment for all sports programs.
- Coordinate maintenance tasks including mowing, snow removal, and custodial work.
- Manage general repairs and upkeep of public recreation areas and concession stands.

#### **Administrative Duties**

- Develop and manage program and facility budgets in collaboration with the Board.
- Write grants to support facility improvements and new programming.
- Maintain and update the website with schedules and announcements.
- Submit monthly and annual reports to the Board including financial and participation data.
- Attend monthly board meetings and special meetings as needed.
- Hire, train, schedule, and supervise part-time and seasonal employees.  
Assign responsibilities to assistants and volunteers.
- Oversee employee payroll and timesheet tracking.

## **Community Engagement**

- Serve as the primary point of contact for community members, parents, and local partners.
- Represent the Recreation Association in a professional and positive manner.
- Attract and promote new participants through social media, flyers, and community engagement.
- Exhibit strong public relations skills and a willingness to collaborate with all stakeholders.

## **Committee Participation**

- Serve on relevant committees such as the Ice Rink Development Committee and others as appointed.
  - Coordinate with the Board on long-term planning and capital improvement initiatives.
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## **Qualifications**

- Associate's or Bachelor's degree in Recreation Management, Sports Administration, Education, or related field preferred.
- 3+ years of experience in recreation programming, facility operations, or youth activity coordination preferred.
- Strong leadership, organizational, and communication skills.
- Ability to work evenings and weekends as required.
- Basic knowledge of budgeting, grant writing, and marketing.
- Physical ability to lift up to 50 lbs and work outdoors in various conditions.

## **Preferred Skills**

- Experience with sports scheduling software or recreational management platforms.
- Knowledge of equipment maintenance and field preparation.
- CPR/First Aid certification (or willingness to obtain).
- Familiarity with working in rural or small-town communities.

## **Work Schedule**

April through September: Regular duties plus supervision of games and programs as needed, typically weekdays and some evenings and weekends.

October through March: For ice rink and winter programming, requiring coverage during evenings and weekends.