

TOWN of LYME
Recreation Director
POSITION DESCRIPTION

JOB SUMMARY:

The Recreation Director is responsible for the planning, administration, and oversight of all Town of Lyme recreation programs, facilities, and activities. This position manages youth and adult sports programs, coordinates facility use, supervises seasonal staff and volunteers, oversees program budgets, and serves as the primary liaison between participants, families, community organizations, and the Recreation Commission.

The Recreation Director works independently under the direction of the Recreation Commission and is responsible for ensuring programs operate safely, efficiently, and in accordance with established policies and objectives.

Essential Duties and Responsibilities

- Plan, organize, and administer youth and adult recreation programs and activities.
- Develop and manage seasonal program budgets and provide timely and transparent financial reports to the Recreation Commission.
- Coordinate registration, scheduling, and logistics for all recreation programs.
- Manage scheduling for recreation fields, gymnasiums, courts, and other recreation spaces.
- Recruit, train, supervise, and support volunteer coaches, seasonal staff, and program personnel.
- Schedule officials, coordinate league participation, and maintain relationships with regional recreation organizations and partner communities.
- Administer participant records, registrations, waivers, health forms, and program documentation.
- Conduct required background checks and ensure compliance with safety policies and procedures.
- Manage equipment purchasing, inventory management, field preparation, and facility maintenance needs.
- Oversee program communications, website content, calendars, and public information.
- Respond to inquiries, concerns, and complaints from participants, families, coaches, and community members.
- Maintain records of incidents, injuries, and program outcomes.
- Administer financial assistance requests and program scholarships as applicable.
- Prepare seasonal reports and presentations for the Recreation Commission.
- Perform other related duties as assigned.

Supervision

Received: Works under the direction of the Recreation Commission, exercising independent judgment in carrying out assigned responsibilities.

Exercised: Supervises seasonal employees, volunteers, coaches, officials, and other personnel associated with recreation programs.

Required Knowledge, Skills, and Abilities

- Knowledge of recreation program administration, youth sports operations, and community recreation services.
- Strong organizational leadership and project management skills.
- Proven track record of effective communication with diverse participants such as parents, staff, volunteers, community organizations, and public officials.
- Experience developing and monitoring budgets and preparing financial reports.
- Proficiency with computer applications, online registration systems, website management, and Microsoft Office software.
- Ability to maintain accurate records and handle confidential information professionally.
- Knowledge of risk management and participant safety practices.
- Current First Aid, CPR, and Bloodborne Pathogens certifications, or ability to obtain immediately upon hire.

Minimum Qualifications

- Associate degree in Recreation Management, Sports Management, Education, Business Administration, or a related field; or an equivalent combination of education, training, and experience demonstrating the knowledge, skills, and abilities required for the position
- Experience in recreation programming, youth sports administration, community services, or a related field preferred.
- Demonstrated customer service, leadership, and supervisory experience.
- Ability to work collaboratively with youth, adults, volunteers, community organizations, and municipal officials