



## Recreation Department – Proposed Reclassifications:

- **Recreation Supervisor → Recreation Manager**
  - **Additional** managerial duties include, but are not limited to:
    - Active Park Management:
      - Provide quality assurance in our active parks regarding maintenance and physical features (i.e. benches, memorials, water fountains, dog bins, etc.)
      - Increase programming offered in our active parks
      - Increase event planning in our active parks
      - Communicate and coordinate with Public Works staff regarding maintenance needs in our active parks
    - Planning and Executing Town Events:
      - Assist the Director of Community Engagement in planning and executing all special events within Town
    - Fundraising:
      - Assist the Director of Community Engagement in strengthening existing community relationships and identifying/developing new community partnerships.
    - Staff Training and Leadership Development:
      - Seek and provide professional development opportunities for recreation staff
    - Supporting Other Community Organizations:
      - Act as a liaison with other community organizations
- **Recreation Programmer II → Recreation Coordinator**
  - **Additional** coordinating duties include, but are not limited to:
    - Summer Camp:
      - Coordinate, schedule, and oversee the direction of morning summer camp
      - Coordinate, schedule, and oversee the direction of all afternoon summer specialty camps
    - Coordinating PT Scheduling:
      - Coordinate part-time scheduling for both regular and seasonal part-time employees
    - Training Programmer I Positions and Coordinating Recreational Programming:
      - Train Programmer I employees
      - Assist in the development of a comprehensive recreational program offering and league schedule
      - Assure that all recreational program offerings and leagues are current and planned, and identify additional programming/league opportunities