



Kent Park & Recreation
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By Darlene Brady at 2:56 pm, Nov 16, 2023

**KENT PARK AND RECREATION COMMISSION
SPECIAL MEETING AGENDA
Friday, November 17, 2023 @ 5:00P**

Meeting Location: Kent Town Hall, Large Meeting Room

1. Call to Order
2. Elevation of alternates
3. Acceptance of agenda
4. Approval of Director Job Description
5. Hiring subcommittee
6. Adjourn

All supporting documents can be found on the following page of this agenda.

Town of Kent
Park and Recreation Director

The Kent Park and Recreation Commission works to realize its ongoing mission through balanced, thoughtful, equitable stewardship and planning by highly committed volunteers.

Position Summary:

Coordinate, promote, supervise, and evaluate a comprehensive, year-round recreation program for the children, teens, adults, and seniors of the Kent community, including but not limited to sports and seasons programs, after-school program, bus trips and community special events, and maintenance of the parks. Works with the Park and Recreation Commission to develop long-range plans for programs, parks, and facilities to accommodate town goals and recreation needs.

Reports to:

Park and Recreation Chairman

Direct Reports:

- After-School Program director
- Head Lifeguard and other lifeguards
- Program aides, instructors, and monitors
- Recreation Leader
- Camp Kent director
- Coaches, referees, and umpires
- Park maintenance staff

Hours of Work:

Full-time salaried position, 40 hours per week. Includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours; opens and responds to daily mail and email; responds to and keeps copies of correspondence; answers and responds to phone calls; identifies and orders office supplies.
- Takes direction from the Park and Recreation Commission and carries out all tasks required to make programs and parks run smoothly.
- Assumes management responsibility for all services and activities of Park and Recreation.
- Collects and submits revenue from Park and Rec programs to the town treasurer.
- Attends all regular and special Commission meetings and monthly BOS meetings, and communicates regularly with the selectmen, the town treasurer, and other town officers and board members.
- Works with the Commission chairman to prepare a meeting agenda to be sent to Commission members, along with any other supporting documents including financial reports, not less than 3 business days before the next scheduled meeting.
- Takes and records the minutes of Park and Recreation Commission meetings; files meeting agendas and minutes with town clerk; keeps copies of minutes and director's report for 3 years.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and works with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget and the Five-Year Capital Plan.
- Conducts and documents an annual safety review of the town-owned parks. May be asked to serve as a member of the town's Safety Committee if needed.
- Creates and distributes schedules for sports' team, individual, and sponsor photos. Oversees and implements Park and Rec policy on awards.
- Works with the Park and Recreation Commission on appointments and reappointments to the Commission. Communicates appointment recommendations in writing to the Board of Selectmen for their approval at the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier, and providing necessary information as requested.

- Maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attends conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.
- Checks sports inventory and keeps it in good working condition.
- Understands and is conversant in the State of Connecticut's Freedom of Information Law.

Communication:

- Establishes and maintains effective working relationships with superiors, subordinates, and associates, including area recreation directors, volunteers, and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Writes and submits an annual report to the Board of Finance for inclusion in the Annual Town Report.
- Monitors and posts updates to the Kent Park and Recreation website, social media, and monthly town newsletter; contributes to the senior newsletter.
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with flyers and timely press releases to the local media.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.
- Maintains working relationship with the State Police. Files police reports where appropriate.
- Maintains working relationship with the members of the Park and Recreation Commission.
- Meets and coordinates on league rules and game schedules with regional Recreation directors.

Facilities:

- Schedules and oversees the maintenance and repair of Park and Recreation facilities, equipment, program inventories, and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage and maintenance.

Personnel:

- Recruits, interviews, trains, and supervises paid and volunteer staff in accordance with Town of Kent and Park and Recreation Commission policies and procedures.
- Works with the Park and Recreation Commission to develop job descriptions for paid positions as necessary and presents the descriptions to the BOS for approval.
- Provides for staff evaluations upon completion of a Park and Recreation program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.
- Identifies, coordinates, orients, and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials including handbook, schedules, and team roster.
- Ensures adequate staffing for the After-School Program.

Job Qualifications:

- Bachelor's Degree and/or relevant life experience and interest in Park and Recreation.
- Good communication, administrative, and organizational skills.
- First aid training, CPR certification, and certified bloodborne pathogens awareness.
- Computer skills including email, Google Suite, virtual conferencing, and website maintenance.
- Knowledge of municipal budgeting and small-town municipal functions.
- Valid driver's license and access to personal vehicle.
- Understanding of Robert's Rules and CT General Statutes relating to duties and assignments.

Physical Conditions:

- Office environment; some activity in outdoor town parks and recreation areas.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (typically no more than 50 lbs.), move tables and chairs, hang signs, and perform other similar tasks that involve bending or reaching above one's head.
- Job responsibilities may require standing or sitting for prolonged periods.
- Light manual labor including but not limited to lining of ball fields, and other small repairs and maintenance.

Approved by the Board of Selectmen:	10/4/11
Updated by the Board of Selectmen:	3/13/12
Revised and approved by the Board of Selectmen:	7/31/13
Approved by the Board of Selectmen:	9/1/15
Revised by the Park and Rec Commission:	11/17/23