

Recreation Director Anticipated Opening

Nestled on the southern shore of Moosehead Lake, the Town of Greenville is a vibrant four-season community known for its natural beauty, outdoor recreation opportunities, and strong community spirit. Greenville is seeking an energetic, organized, and community-focused Recreation Director to lead and expand recreational opportunities for residents and visitors of all ages.

Position Summary-

The Recreation Director is responsible for planning, organizing, promoting, and supervising a comprehensive recreation program that enhances the quality of life for the Greenville community. The successful candidate will oversee recreational facilities, coordinate events and activities, manage budgets, develop partnerships, and work collaboratively with town officials, schools, community organizations, and volunteers.

Essential Duties and Responsibilities

- Develop, implement, and evaluate year-round recreation programs for youth, adults, families, and seniors.
- Coordinate community events, tournaments, leagues, festivals, and special programs.
- Oversee the operation, maintenance, and scheduling of recreational facilities, parks, playgrounds, athletic fields, and public recreation spaces.
- Recruit, train, supervise, and evaluate seasonal staff, volunteers, coaches, and program instructors.
- Develop program budgets and monitor expenditures and revenues.
- Seek grant opportunities and assist with fundraising efforts to support recreation initiatives.
- Promote recreation programs through social media, local media, and community outreach.
- Ensure programs and facilities comply with safety regulations and risk management practices.
- Attend meetings and provide reports to the Town Manager, Select Board, and other committees as needed.
- Foster partnerships with schools, nonprofits, businesses, and regional organizations to enhance recreational opportunities.

Qualifications.

- Relevant experience in recreation programming, parks management, event planning, or municipal administration.

- Strong leadership, organizational, communication, and public relations skills.
- Experience managing budgets and supervising staff.
- Ability to work a flexible schedule including evenings, weekends, and holidays as required by scheduled programs and events.
- Valid Maine driver's license or ability to obtain one.
- First Aid, CPR, and AED certifications preferred or ability to obtain within a specified timeframe.

Desired Attributes

- Passion for community engagement and outdoor recreation.
- Ability to build positive relationships with residents, businesses, and community organizations.
- Ability and desire to work with kids.
- Pass a background check.

Interested candidates should submit:

- Resume
- Complete an application

Applications can be picked up at the Greenville Town Office and will be accepted until the position is filled.

Submit applications to:

Town Manager

Town of Greenville

P.O. Box 1109

Greenville, ME 04441

Benefits:

- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance