

Town of Exeter
Exeter NH 03833

NOTICE OF VACANCY

Date of Notice May 1, 2018

Position **Assistant Director Parks & Recreation - Full Time**

Pay Range \$56,790 – \$75,646 (14 steps) & excellent benefits

Requirements: The Town of Exeter is currently seeking a full time Assistant Director for its Parks & Recreation department. Individual will be responsible for assisting with the supervision, management and programming of the Parks & Recreation department. Oversees the development and implementation of department programming. Hires, trains and supervises seasonal staff. Assist the director with the supervision of administrative and maintenance staff. Assist the director in opening, operating and closing the pool. Assists the director with department budget preparation. Manages social media marketing for the department. Maintains the department website. Plans and assists in organizing fundraising and special events. Chaperones and drives on department run trips as needed. Ability to follow oral and written instructions and communicate effectively. Ability to maintain confidentiality of sensitive information. Requires flexibility of night and weekend hours based on the season. Experience and functional knowledge of Word, Excel and the ability to learn moderately complex software programs. Functional knowledge of social media. Knowledge of financial record keeping practices. Ability to work with the general public in a respectful, tactful manner. Ability to learn and implement office procedures related to Department, Town, State, and Federal policies, rules, procedures, codes, and ordinances.

Qualifications: Knowledge of recreation programs equivalent to completion of a Bachelor's degree and three plus year's related experience. Possession of, or ability to readily obtain, certification as a parks and recreation professional and certification in CPR and first aid. Must possess a valid driver's license and have a good driving record.

Applications available on Town website: www.exeternh.gov

Email or mail application, cover letter and resume to:

dcisewski@exeternh.gov

Human Resources
Town Offices Building
10 Front St
Exeter NH 03833

Closing date - May 18, 2018

The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.