



Town of Georgia

Director of Recreation & Grants

The Director of Recreation & Grants reports directly to the Town Administrator. The position is responsible for creating, organizing, and promoting year-round recreation activities for the town residents. Is responsible for the management of the Georgia Town Beach, fields, and future improvements along with any current and future recreation facilities within the community. Work closely with the Georgia School District to facilitate programs not currently offered through the school. Create a program for volunteers, coaches, and players to efficiently run the programs. Research and apply for grants and monies that benefit all areas of the town. Assist other departments in their efforts to research and apply for grants to help offset expenditures.

Duties:

- Create programs to better the recreation and activities for the residents of Georgia.
- Work with the existing committee of volunteers to implement existing and future programs into the new recreation department.
- Create a system for tracking volunteers and athletes i.e., TeamSnap.
- Maintain records of department expenses, activities, personnel, and property
- Prepare and issue monthly reports to the selectboard.
- Performs frequent, timely, well-written communication and outreach to the community through social media (Facebook and Front Porch Forum), traditional and online communication channels; as well as manage the Recreation Website.
- Works closely and collaboratively with the Georgia School to develop recreational programs and assure the availability of the school's facilities for community recreation programs.
- Interacts with the community and recreation participants in a professional and courteous manner at all times.
- Pursues appropriate opportunities for advertising revenue and oversee and maintain advertising contracts. Provides coaching and timely, clear, and specific feedback to employees and provides written evaluation on all such employees before the end of the season.
- Develops a plan to ensure safety for all participants, concussion training for coaches, basic first aid and AED training for coaches, possible use of NFHS for maintaining coaching standards.
- Participates in all offered safety training opportunities and always follows safety procedures and precautions. Completion of accident reports. Maintains safety equipment including first aid kits and AED.
- Coordinates and supervises recreation volunteers.
- Maintains a flexible schedule, including nights and weekends, depending on the needs of the programs.
- Collaborates with other towns to maximize community recreational opportunities for the region.
- Will take training courses necessary to continually improve creation, implementation, and operation of facilities and programs.
- Manages and increases profitability using a combination of sales strategies including ice sales and advertisements, and cost control mechanisms.

- Work with the bookkeeper and treasurer to develop a fee-based structure for participation in programs offered through the Recreation Department.
- Research & apply for grants to help offset expenses to the town.
- Work with department heads within the town to facilitate the application of grants for their departments.

Salary & Benefits

- Base Salary of \$60,000 / yr. –
 - position is granted for a period or three years to become self-funded through fees collected and a portion of grant monies (see below)
- Health Insurance
- VMERS
- Vacation, sick etc.

Terms of Position and Goals

- As of January 1, 2024, the director is expected to raise to sufficient funds, as noted below, to offset 30% of salary and benefits through:
 - Fees collected through participation in programs.
 - 10% of grants awarded to the town will be applied to help offset the goals.
 If the goals are met, then a 5% increase to the base salary will be applied.
- As of January 1, 2025, the director is expected to raise to sufficient funds, as noted below to offset 60% of the salary and benefits through:
 - Fees collected through participation in programs.
 - 10% of grants awarded to the town will be applied to help offset the goals.
 If the goals are met, then a 5% increase to the new base salary will be applied.
- As of January 1, 2026, the director is expected to raise to sufficient funds, as noted below to offset 90% of the salary and benefits through:
 - Fees collected through participation in programs.
 - 10% of grants awarded to the town will be applied to help offset the goals.
 If the goals are met, then a 5% increase to the new base salary will be applied.
- As of January 1, 2027, if 100% of the current salary is not offset through the means listed above then the at the discretion of the Selectboard the program may be terminated, and the position eliminated.
- The projected compensation and adjustments described herein are subject to approve al the Selectboard in office as of the indicated dates.

• At-Will Employment and Personnel Policies

- Notwithstanding the aforementioned terms and goals:
- The position is subject to Town of Georgia Personnel Policies and Rules, including that employment is At-Will, meaning the employee or the Town may terminate the employment relationship at any time and for any reason or no reason.
- The hiring for the position is not for any set term of employment.
- The employee achieving the goals listed above does not guarantee continued employment or the listed projected compensation.