

## RECREATION PLANNER

### TOWN OF VESTAL

The Town of Vestal is currently seeking a qualified person for the position of Recreation Planner. The successful individual will be responsible for the design, implementation, administration, organization, supervision and evaluation of the Town's comprehensive recreation program.

Duties include planning, developing, implementing and promoting recreation activities and events; managing and administering the marketing, maintenance, sanitation, safety, budget, revenue collection, purchasing and supervision of the Town pool; hiring, training, evaluating, disciplining and supervising all recreation program employees, supervising and assisting with the maintenance of recreation facilities and equipment; preparing department budget, budget proposals, statistical revenue, program reports; ensuring all departmental machinery, buildings/facilities and program equipment is maintained and in working order; maintaining and purchasing program inventory; preparing publicity/promotions for programs, representing department/Town with community organizations; preparing reports regarding the needs and effectiveness of services.

The Recreation Planner position is a civil service competitive position. The successful candidate must take the civil service exam when given and be reachable on the resulting eligible list.

Minimum qualifications: A) Bachelor's Degree or higher in parks and recreation, physical education, sports management or closely related field OR B) Associate's Degree in parks and recreation, physical education, sports management or closely related field and 4 years of paid, non-seasonal experience in the conduct of recreation and/or park

activities and services OR an equivalent combination of training and experience as indicated in A & B above.

Qualified individuals interested in being considered for this position should mail a resume and letter of interest to Nancy Olmstead, Director of Human Resources, Town of Vestal, 605 Vestal Parkway W, Vestal, NY 13850 OR by email to [nolmstead@vestalny.com](mailto:nolmstead@vestalny.com) by August 19, 2022, 2022. The Town of Vestal is an equal opportunity employer.