



**TOWN OF HUDSON
PARK COMMISSION
Division of Recreation
78 Main Street
Hudson, MA 01749
P: 978-568-9642
F: 978-562-8508**

PLEASE POST

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**Director of Recreation
Full Time Recreation Position**

The Hudson Division of Recreation is seeking a self motivated individual to fill a full time position in a fast paced municipal Recreation Department. Candidates must possess excellent communication skills, knowledge of administration of municipal recreation programming and services; planning and organizational skills, and the ability to effectively act independently.

Duties consist of preparation of budget and capital improvement requests; financial administration including solicitation of donations, department fiscal responsibility, knowledge and implementation of 30B procurement procedures; responsible for program planning, implementation and cost analysis; recommendations and interpretation of goals, objectives, policies and procedures; recruitment and supervision of recreation full time and seasonal staff; management of facilities including scheduling and coordinating their use; preparation of Park Commission agendas, reports, minutes and attends all meetings;

Applicant must have excellent computer skills.

Applicants must be flexible as the hours of this position vary, based on programs, fundraising/community events, and meetings.

Minimum qualifications are a bachelor's degree in Recreation Management or related field; five years experience in municipal recreation management and or equivalent combination of education and experience.

Salary Range: \$66,008 – \$86,863 per year.

A full job description is available at the Town Clerk, c/o Park Commission, 78 Main Street – Town Hall, Hudson, MA 01749. Please submit resumes and cover letter to the same address no later than October 30, 2014 at 4:00pm.

The Town of Hudson is an AA/EOE Employer.