



CLAREMONT
**Superintendent of Recreation Programs/
Assistant Director of Parks & Recreation
Full-Time**

The City of Claremont is seeking an experienced professional for the position of Superintendent of Recreation Programs/ Assistant Director of Parks & Recreation!

Job Summary:

Assists the Parks & Recreation Director in planning, implementing, and directing all programs and department functions related to the recreation program offerings to include the City's Community Center, Aquatic Facilities, Parks system and its facilities. Acts as Parks and Recreation Director in his/her absence. Coordinates with the Superintendent of Facilities the plans and schedule for programming that impact facilities.

The incumbent coordinates, schedules, and conducts a wide range of recreational activities including physical sports, hobbies, crafts, swimming lessons and special events. Plans, implements, and evaluates all aspects of program operations, which requires a good deal of knowledge about various activities, the equipment used, rules and regulations used, and the tact needed to work with paid as well as volunteer instructors, and the public. The incumbent's work is largely responsible for the effective and efficient use of the Community Center, Aquatic Facilities, Parks System and, as such affects the quality of life for many City residents.

Essential Job Functions:

Please visit www.claremontnh.com for a complete Job Description

Desired Qualifications

Associates Degree from an accredited college or university with required major course study in recreation management, programs or public administration coupled with at least two (2) to four (4) years working in a Parks & Recreation environment with at least two (2) of the years having considerable experience in recreation program development to include: all types of program development; monitoring the needs of various programs; Community Center & Aquatic Facility; and making the necessary changes to provide an effective community programs . At least two years of progressively responsible supervisory experience; personnel management; budget preparation; and a valid driver's license a must.

Certification as a Certified Parks & Recreation Professional (CPRP) is a plus but not a requirement. Candidate may possess an equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position.

Compensation & Benefits

Up to \$63,000/Year DOE

Excellent benefits package to include:

- Vacation, sick and personal time
- Enrollment into the NH Retirement System
- Competitive Health Insurance
- Dental
- Short Term Disability
- Group Life Insurance

Interested candidates should submit a letter of interest and resume to:

Human Resources Manager

City of Claremont

58 Opera House Square

Claremont, NH 03743

Or via email at: hr@claremontnh.com

The City of Claremont is an equal opportunity employer.

Internal Posting Date: 01/16/2024

Internal Closing Date: 02/09/2022