Village of Potsdam

Recreation Director

We are seeking a dynamic and experienced Recreation Director to lead and oversee our recreation programs and facilities, ensuring a safe, inclusive, and engaging environment for community members. The ideal candidate will provide strong leadership, manage staff, and ensure effective operations of recreational activities and facility management.

Job Responsibilities:

- Develop, organize, and implement a wide range of recreation programs and events for the community.
- Oversee the daily operations of recreation facilities, ensuring smooth and efficient service delivery.
- Supervise, train, and mentor recreation staff, volunteers, and program participants.
- Ensure all programs comply with health and safety regulations and standards.
- Foster a welcoming, positive environment that encourages community involvement and engagement.
- Develop and manage budgets, track expenses, and prepare financial reports.
- Collaborate with local organizations and government agencies to enhance recreational offerings.

Minimum Qualifications:

Applicants must meet one of the following criteria:

A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in recreation, physical education, parks management, or a closely related field; AND one (1) year of experience in the conduct of recreation activities or operating a recreation facility, which shall have included one (1) year in a supervisory capacity; OR

B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in recreation, physical education, parks management, or a closely related field; AND three (3) years of experience in the conduct of recreation activities or operating a recreation facility, which shall have included one (1) year in a supervisory capacity; OR

C) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan (IEP) diploma; AND five (5) years of experience in the conduct of recreation activities or operating a recreation facility, which shall have included one (1) year in a supervisory capacity.

Position Information:

- This position is part of the HELP Program and does not require an examination at this time.

Salary & Benefits:

- The salary for this position is commensurate with experience, ranging from $55,000 to $65,000.
- Health, dental, and vision benefits.
- Retirement plan options.
- Paid time off and holidays.

How to Apply

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to:**gscott@vi.potsdam.ny.us**

Alternatively, you may mail a copy of your resume and cover letter to:
Georgine Scott
2 Park Street
Potsdam, NY 13676

Deadline for applications: **April 25, 2025**

This position offers a great opportunity for passionate individuals dedicated to community recreation. We encourage candidates from all backgrounds to apply.