**Town of Sodus**

**Seasonal Recreation Director Position**

The Town of Sodus is currently accepting applications for the position of Seasonal Recreation Director. Hours and hourly rate of pay will be discussed during the interview. You may pick up an application at the Sodus Town Clerk’s Office. We are located at 14-16 Mill St. Sodus, NY 14551 Monday – Friday 9:00 AM to 5:00 PM.

**Recreation Director**

The Town of Sodus Recreational Director is responsible for planning, organizing and directing recreational activities for both the Sodus Summer and Winter Recreation programs.

**Job Activities:**

* Planning recreational programs and activities
* Educate staff members how to lead activities and events.
* Overseeing employees in the recreation program.
* Maintain records and provide monthly financial and activity reports to the Town Board.
* Works directly with the Town Board liaison
* Acts as sports official when needed.
* Organizes for the use of facilities and equipment.
* Plans and promotes special activities and events for the community.

**Knowledge, Skills and Abilities:**

Must be able to work with groups of people of all ages; have a good knowledge of planning; ability to understand and follow oral and written directions; ability to plan and organize the work of others; sound judgment; good moral character; dependability.

**Minimum qualifications:**

2 years’ experience working within a recreation or youth program – or closely related.