



TOWN OF CORNWALL

P.O. Box 97, Cornwall, CT 06753
Office (860) 672-4959 | Fax (860) 672-4068
Selectmen@CornwallCT.gov

POSITION:	Park and Recreation Director
DEPARTMENT:	Park and Recreation
IMMEDIATE SUPERVISOR:	Park and Recreation Commission
DIRECT REPORTS:	<i>Optional: Hammond Town Beach employees</i>
HOURS OF WORK:	Part-time, 20 hours/week Office Hours: By appointment
RATE OF PAY:	Salary \$28,115/ year

SUMMARY OF RESPONSIBILITY:

The **Cornwall Park & Recreation Director** is a part-time position responsible for the coordination, promotion, and supervision of all recreational activities and community events organized by the Cornwall Park & Recreation Commission. The Director serves as the face of public recreation in Cornwall, fostering community engagement through inclusive, high-quality programs for all age groups—from youth sports to senior activities to community events.

This position requires strong leadership, event coordination, program development, and administrative skills. The Director will be expected to work some evenings, weekends, and maintain a minimum of 3 office hours at the Town Hall.

Optional: Duties may also include oversight of the Hammond Town Beach operations and staff.

MINIMUM QUALIFICATIONS:

- Demonstrated leadership in recreation, education, or community programming
- Strong organizational and communication skills (written and verbal)
- Experience in program management and event planning
- Proficiency with basic office technology and website/email communications
- Availability to work nights and weekends, **in person** and remotely
- Ability to engage in diverse community groups of all ages
- CPR/First Aid Certification (or willingness to obtain)
- Valid Drivers License and access to personal vehicle
- Complies with the Personnel Policy

RESPONSIBILITIES

Program Coordination

- Plan, promote, and oversee the following

Seasonal Sports	Recreational Programs	Special Events
Community Events	Regional Trips/Events	Monthly Senior Programs

Facility & Inventory Management

- Oversee maintenance and scheduling of Park and Recreation facilities and fields
- Reserve community spaces for events held by Park and Recreation

Communication & Outreach

- Serve as primary Park and Recreation liaison with families, volunteers, school staff, town officials, and other organizations.
- Maintain and update the Commission's website, email server lists, and laptop.
- Create and distribute monthly newsletters.
- Attend monthly Park & Rec Commission meetings
- Attend Regional director meetings and collaborate to facilitate regional sports and events.

Administrative Duties

- Maintain a detailed time log
- Respond promptly to calls, emails, and mail.
- Keep accurate records for all programs in compliance with state law.
- Monitor and manage program budgets, prepare bills, and track expenditures.
- Maintain the Commission's handbook and Director's manual, updating as needed.
- Prepare annual reports for the Town Report and also reports for the Plan of Conservation & Development (POCD) for the P&Z.
- Develop and maintain a 12-month calendar of events, accessible to the public online.
- Coordinate with the Park and Rec Commission Chair for zoom links, agendas, and meeting documents for hybrid meetings.
- Perform self-evaluation and annual review with Commission Personnel Committee.

KNOWLEDGE, SKILL, AND ABILITY:

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The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position. As with all positions, the responsibilities and duties of this position may change.