



Town of Plaistow, New Hampshire

HUMAN RESOURCE DEPARTMENT

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RECREATION DIRECTOR

(32-40 Hours)

The Town of Plaistow is searching for a Recreation Director 32- 40 hour per week to plan, organize and administer programs, events and activities for all demographics within our community.

The Recreation Director will coordinate activities for different age groups, genders and ability levels. The Recreation Director will be responsible for community activity planning and participation, scheduling, purchasing, supervising a summer recreation program and maintaining the integrity of all Town facilities that host several recreational activities.

A recreation director should be highly organized, energetic, motivated and creative. Must possess strong written and verbal communication skills and be able to supervise a staff of assistants. They should also possess a basic understanding of math, as they will be responsible for record keeping and statistics, as well as developing and working within a budget for activities and operational expenses. The successful candidate must have the ability to work with personal computers including the use of Microsoft Word, Excel or other similar office software.

The successful candidate must also be a team player and self-motivated. Previous education and/or experience in a municipal setting are preferred. The candidate must be able to work with elected officials, an advisory board and varied demographics. Associate's Degree or Bachelor's Degree also preferred. Combination of experience and education may be substituted.

The hours for this position are Monday through Friday and will be scheduled upon hire. Salary for this position is a minimum \$18.50 per hour and dependent upon experience. The Town of Plaistow offers a comprehensive and generous benefits package.

The deadline for applications is Friday, January 24, 2020.

Please send completed applications, resume and letter of interest to Lori Sadewicz, Plaistow Human Resource Department at lsadewicz@plaistow.com