

MEMORANDUM

From: Gayle Corrigan, Town Manager
To: East Greenwich Town Council
Date: March 8, 2018
Re: Reorganization and Investment Proposal for Town Programs and Services

Honorable Councilors,

I am writing to you in advance of the Monday, March 12th Town Council Meeting to outline a proposal for your consideration that would expand the Town's recreation, community, and senior services in a reorganization plan that adds greater investment and resources to programs that improve the quality of life for all East Greenwich residents.

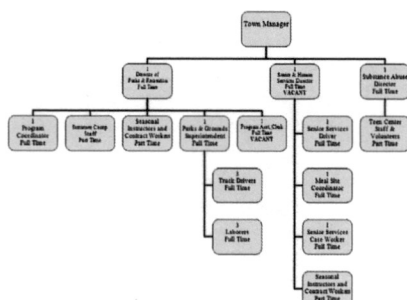
Under the proposed model, the Parks and Recreation Department and Human and Senior Services Department will be combined at the director level to create a unified Community Services and Parks Department. The Town's Substance Abuse Prevention Program will also function under the new department to share resources, foster innovation, and coordinate program space.

The reorganization creates mid-level positions to expand the suite of services offered to East Greenwich residents of all ages and needs. These positions serve three distinct areas—recreation programs, senior services, and social services—with a focus on quality programming and education, wraparound services, and robust outreach. The reorganization preserves the employment of all current staff members in each department. The consolidated model is based on best practices and builds upon success of other local communities, such as South Kingstown and Narragansett, RI.

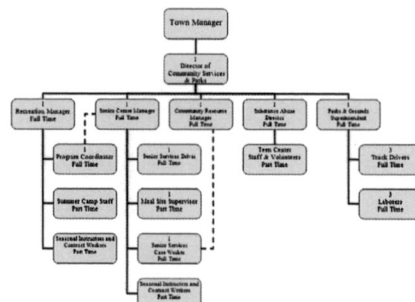
It is important to note that while this is a consolidation, it is designed to improve delivery of services rather than cut costs. This proposal has a net effect of one additional full time employee; the exact cost of the reorganization is dependent upon compensation rates chosen by the Town Council for the director of community services and parks, recreation manager, senior center manager, and community resource manager.

Below you will find current organizational charts that illustrate how the Town currently manages its programs and services and how that structure would change under the proposed model. You can find full-page versions of both charts in the appendix section of this memorandum.

Current Organizational Chart



Proposed Organizational Chart



This reorganization would provide us with better balance in the overall structure of our programs and services operations and create more opportunities for collaboration, innovation, and cross-training. This model also supports succession planning, which is a central component of strong organizations.

Due to the departure of the Town's senior and human services director, the Town launched a targeted search for candidates whose experience and skill sets match those of the former director. Because the former director's role expanded over time, it is a challenging position to fill as it is currently structured. I believe it would be a disservice to East Greenwich residents, especially to seniors and those in need, to fill the position with an incumbent that does not possess all of the former director's unique qualifications.

As part of this proposal, I am recommending the appointment of Cathy Bradley to oversee the consolidated Community Services and Parks Department. An East Greenwich native, Director Bradley has served the East Greenwich community in a director capacity for over 30 years and has a successful track record in managing programs, services, facilities, and staff. Cathy currently manages 5 direct reports in her capacity as director of parks and recreation; this proposal maintains the same number of direct reports.

Our targeted search for a director of human and senior services delivered two candidates in particular who would excel as the Town's senior center manager and community resources manager. Director Bradley is prepared to make a formal offer to these candidates once the Council determines their appropriate salaries.

Although this proposal is not cost-neutral, it is a meaningful investment in the Town's quality of life that serves a wide range of populations across our community, including youth, senior citizens, and individuals and families in greatest need.

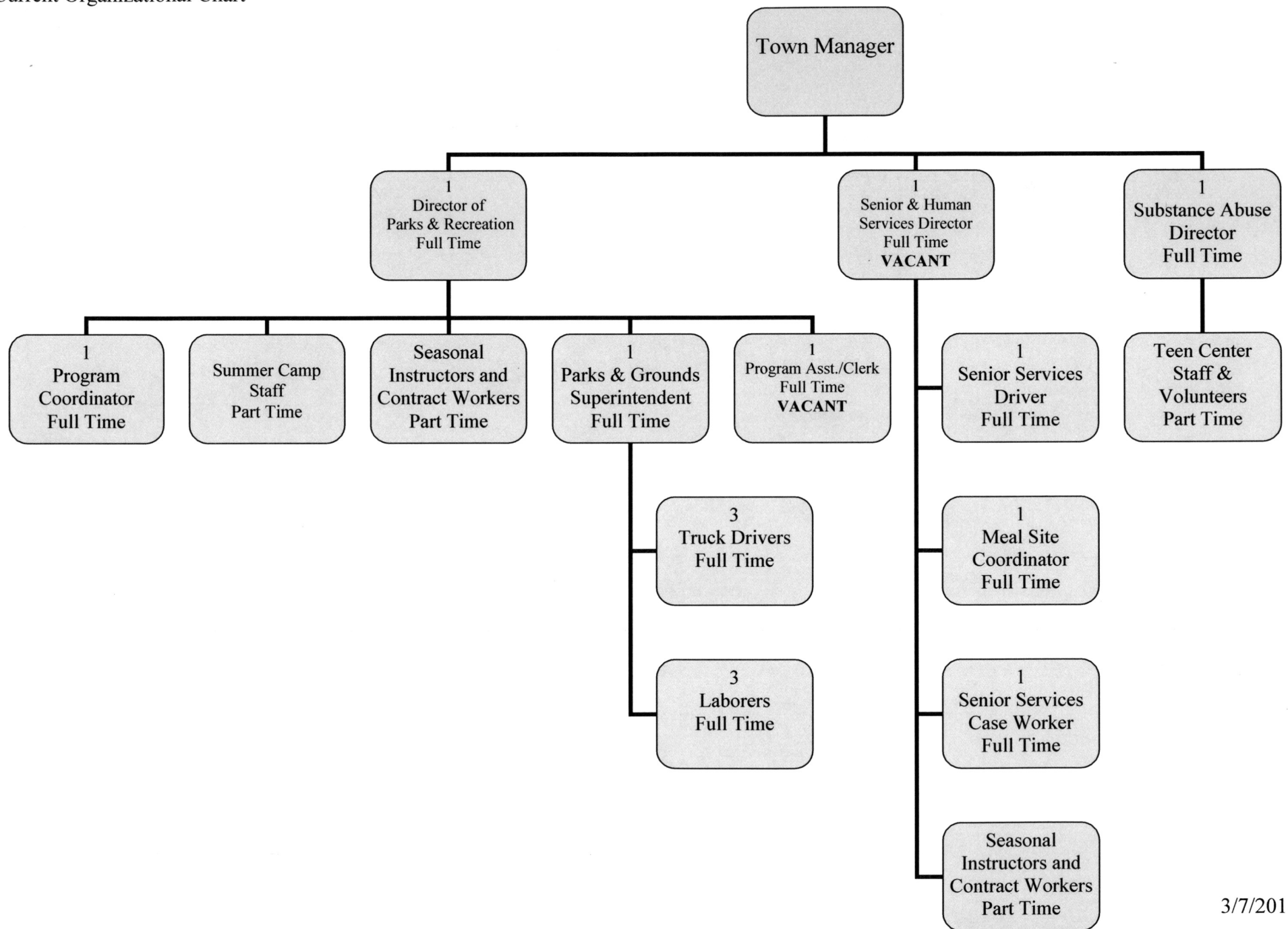
Thank you for your consideration.

Sincerely,

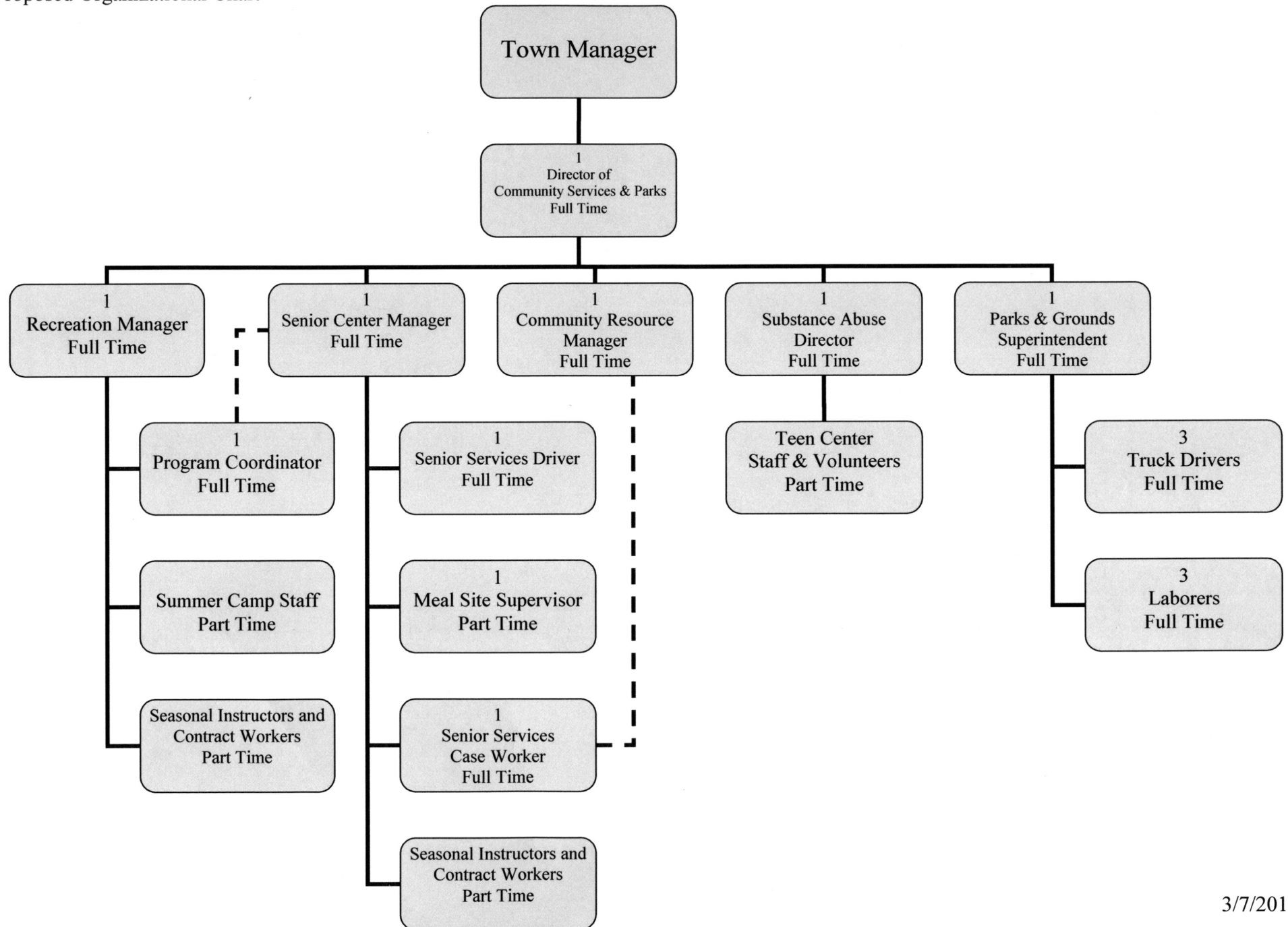
A handwritten signature in black ink, appearing to read 'Gayle Corrigan', with a stylized flourish at the end.

Gayle Corrigan
Town Manager

Current Organizational Chart



Proposed Organizational Chart



3/7/2018

TOWN OF EAST GREENWICH JOB DESCRIPTION

Job Title: Director of Community Services and Parks

Exempt Y/N: Y

Department/Division: Department of Community Services and Parks

Reports To: Town Manager

Union: N

Supervision Exercised: Exercises supervision over Community Services and Parks personnel directly or through subordinate supervisors and managers

Date Modified: 3/6/2018

Summary of Duties and Responsibilities

The professional in this position performs complex supervisory, administrative and professional work in planning, organizing, directing and evaluating the municipal community services and parks program, inclusive of the parks, recreation, senior and human services and substance abuse functions. The recreation division provides comprehensive year-round program offerings that are designed to accommodate all population segments. The parks division manages an extensive inventory of developed and undeveloped recreational sites, waterfront property, athletic fields and various municipal and school grounds. The senior program involves a comprehensive program of services for the Town's older residents including transportation, senior center services and activities, elderly nutrition program and advocacy efforts. The substance abuse division manages, educates and provides services to at-risk individuals through prevention programming and referrals. This position works under the general guidance and direction of the Town Manager.

Essential Duties and Responsibilities

- Responsible for the development, management, supervision and implementation of comprehensive community-wide parks, recreation, senior and human, and substance abuse programs and services.
- Plans, coordinates and directs a diversified year-round program including the management of the Swift Community Center, and Recreation Program Building.
- Supervises and schedules the maintenance and use of town and school athletic fields, parks, open spaces and the maintenance of town and school building grounds.
- Develops departmental policy, managing, directing and coordinating directly or through others the department staff, scheduling programs and facilities.
- Manages the Greenwich Cove mooring permits and wait list system.
- Represents the community in related intergovernmental and interagency matters;
- Develops with staff the annual operating budgets, revenue plans and capital improvements program.
- Develops, presents, manages and implements the department's fiscal plan, annual operating and capital budgets; fiscal plan may include funds from the Town, other government agencies, grants and private sources; ensures compliance with licensing/certification and funding regulations.
- Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training, evaluates employee performance, works with employees to correct deficiencies, directs the employment of a large number of seasonal employees in addition to regular full-time staff to accomplish department objectives.
- Promotes interest in Town programs through correspondence, public speaking, the media and appropriate marketing programs.

- Prepares a variety of studies, reports and related information for decision-making purposes; prepares departmental reports for the Town Manager and Town Council.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Prepares cost estimates to plan and provide for improvements in the park facilities; oversees construction projects and park/playground improvements.
- Reviews program areas, implements changes or new programs to meet the needs of the community; assists in the development of the Comprehensive Community Plan.
- Performs all other related tasks as assigned by the Town Manager or as determined by the needs of the department.

Peripheral Duties

Represents department at meetings and other committees or task forces as assigned. Maintains a liaison role with other departments as well as state, local and other public officials. Assists staff in the performance of their duties as required.

Desired Minimum Qualifications

Education and Experience

Bachelor's degree in parks and recreation administration, education, public/business administration or a related field and five (5) years of progressively responsible experience in the administration of parks and recreation programs and facilities, three (3) of which were in a supervisory capacity, or equivalent combination of education and experience.

Requires a valid driver's license or ability to obtain one prior to employment.

Necessary Knowledge, Skills and Capabilities

Thorough knowledge of the principles and practices of modern parks and recreation programs; thorough knowledge of equipment and facilities required in a comprehensive park and recreation program; knowledge of the principles and practices of maintenance, construction, and use of recreation buildings and park facilities; considerable knowledge of community recreation needs and resources.

Knowledge of senior and social service programs and delivery systems; state and Federal senior and social grant programs; local, state and Federal laws and regulations governing senior and social service programs; and program design and evaluation.

Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, Town officials and the general public.

Ability to establish, administer and control a budget.

Ability to drive a motor vehicle.

Skill in operation of listed tools and equipment.

Tools and Equipment Used

Personal computer including word processing, spreadsheet and data base applications.

Motor vehicle

One line or multi-line phone system

Fax, copy and other modern office machines

Base radio

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in an office setting. Some outdoor work is required in the inspection of various park and recreation projects and major outdoor events. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Physical Environment/Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

The duties listed above are intended only as illustrations 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, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Catherine E. Bradley



Qualifications

Manage a department, which oversees year round programs and facilities for multiple populations with varied interests. Marketing of programs through various media outlets, brochures, and press releases.

Plan for present and future needs of the department. Develop a capital improvements program for equipment and facilities. Investigate and implement new and current trends and standards.

Ability to manage a fiscal budget of over \$700,000 in addition to a \$200,000 enterprise fund. Plan for future financial needs while being conscious of controlling expenses.

Secured grants and donations from various sources for programs, equipment, land acquisitions, land development and facility renovations.

Collaborate with various community groups and municipal departments to work together for improvement of the community. Liaison with school department, youth leagues, senior groups, local boards, commissions, task forces, and special events.

Design and maintain information on the internet. Maintain software which accepts online and point of sale registration. Created databases and spread sheets, track work hours and class expenses. Experience in Munis Financial software.

Serve on the State of Rhode Island Recreation Resource Review Committee which reviews and scores statewide grant applications for Open Space and Recreation Bond funding.

Experience servicing on the board of the Rhode Island Recreation and Parks Association's in various positions.

Able to organize and process many tasks and responsibilities simultaneously.

Experience

1987–Present Town of East Greenwich East Greenwich, RI

Director of Parks & Recreation

- Overall operation of a comprehensive town-wide parks & recreation program.
- Responsible for a budget of over \$700,000 and an enterprise fund of \$200,000 to manage recreational programming for the residents of town, and to manage 300 acres of municipal and school playing fields, parks, playgrounds, cemeteries, public grounds and 110 moorings.
- Recruit and train staff and negotiate agreements for contracted instructors, as well as generate income to operate programs.
- Plan facilities and programs for the future.
- 1995 RIRPA John Cronin Award for leadership in the recreation profession.

- 1997 RIRPA Hershey Track & Field Service to Youth Award.
- 2000 RIAHPERD Recreation Award for work in the recreation profession.
- 2002 RIRPA Community of the Year award for outstanding contributions in recreation for the Town of East Greenwich.
- 2006 Ralph Coppa Memorial Award for outstanding service to the Major League Baseball Pitch, Hit & Run program.
- 2008 RIRPA induction to the Hall of Fame.
- 2008 State of Rhode Island, Governor's Wellness Award

1987–1987 Silver Lake Community Center Providence, RI

Director of Child Care

- Overall operations of the child care program, including the following components: education curriculum, facility operation, staffing, purchasing, state licensing and regulations.

1986–1987 Pawtucket Day Nursery Pawtucket, RI

Teacher

- Developed and instructed weekly unit and lesson plans for 18, 3 year olds. Responsible for communicating with parents, referring children, and serving meals.

Education

1982–1986 University of Hartford West Hartford, CT

- Bachelor of Science, Early Childhood Education.
- Dean's list
- Kappa Delta Phi
- Scholar-Athlete Award

2001-2002 University of Rhode Island Kingston, RI

- Elementary Certification Classes:
Teaching Language Arts and Teaching Social Studies

2001-2003 Rhode Island College Providence, RI

- Elementary Certification Classes:
Teaching Math, Teaching Reading, and Teaching Science

Interests

Traveling, hiking, biking, kayaking, sewing

References

Available upon request.

TOWN OF EAST GREENWICH JOB DESCRIPTION

Job Title: Senior Center Manager

Exempt: Y

Department/Division: Community Services and Parks

Reports To: Director of Community Services and Parks

Union: N

Supervision Exercised: Exercises supervision over
staff and volunteers

Date Modified: 3/6/18

Summary of Duties and Responsibilities

This position reports to the Director of Community Services and Parks and is responsible for developing a comprehensive plan and implementing the overall programs and services offered to senior citizens as well as the management of the meal site and transportation services by the Town of East Greenwich.

Essential Duties and Responsibilities

- Responsible for developing a comprehensive plan to meet the needs and improve the quality of life for the town's senior citizens.
- The comprehensive plan will consider health, welfare, social, education, recreation, leisure and transportation services for seniors.
- The Manager will design, implement, manage, administer and coordinate all programs offered by the town for senior citizens as a result of the plan.
- The Manager will develop budgets and resource requirements based on an ongoing assessment of the needs and available funding.
- Under the direction of the Director of Community Services & Parks, this position will work with other Department Managers and Departmental staff, as well as state, regional and federal agencies to coordinate, identify and make efficient use of the available resources and to manage, train and evaluate staff, volunteers and other resources.

Specific Duties:

- Design, develop, implement and administer comprehensive plans and programs to meet the unique needs of East Greenwich senior citizens.
- Develop budget and resource requirements for consideration by the Director of Community Services and Parks.
- Investigate, pursue, write and secure new sources of funding through grants, grants-in-aid and federal, state and private sources.
- Maintain a database of eligible citizens, recruit participants and develop effective marketing and communication programs that reach out to the target population.
- Develop and coordinate an active roster of volunteers.
- Seek out other plans and programs that are available for use by East Greenwich.

- Plan and seek adequate staff support, space and facilities and supervise the work of all staff, volunteers and other external resources.
- Plan and implement a public relations program for the Senior Center.
- Develop and maintain required records and documentation of programs and assistance provided to citizens.
- Work with other town agencies to insure citizens receive appropriate services.
- Act as an advocate for the Town's senior citizens.
- Performs other duties as assigned and which are consistent with this position.

Education, Knowledge and Experience:

Bachelor of Arts in Human Services, Education, Social Work, Public Administration, Parks & Recreation or equivalent and five years or more experience in a related field, position or role. Comprehensive understanding of the needs of the elderly with a working knowledge of available state and regional resources.

Abilities:

- Communicate at all levels gaining consensus and cooperation; one on one, with groups and leading and holding informal discussions.
- Desire to work with older people, either individually or in groups and to encourage their participation in programs offered by the town.
- Work with community, regional and state agencies.
- Persuade and remove barriers to action such as apathy and resistance to change.
- Apply knowledge of the principles, practices and techniques of community organization.
- Multitask and prioritize work.

Attributes and Skills:

- Excellent written and verbal communications skills
- Strong computer and administrative skills
- Enthusiasm for work
- Customer and client focused
- "Can do" and proactive approach to work
- Outstanding listening and interpersonal skills
- Problem solver and good follow through skills
- Detail oriented
- High integrity and good judgment
- Must be CPR, First Aid and AED Certified.
- Must pass a criminal background check.
- Must be available to work during non-traditional business hours as needed.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Physical Environment/Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in a recreational and office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderate noise.

The duties listed above are intended only as illustrations 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, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Charlotte Markey

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

EDUCATION

2016 Food Safety Manager Certification State of Rhode Island
2015 Director's Workshop ACA New England Conference
2009: Masters Degree in Special Education from Rhode Island College
2004: Summa cum Laude Graduate from the University of Rhode Island:
College of Human Science & Services – Elementary Education
College of Arts and Sciences – History
1982 Trinity Rep Conservatory -2 year accredited acting/directing program

EXPERIENCE

2016- 2017: Outdoor Program Manager
2013-2016: Outdoor Program Specialist
Girl Scouts of Southeastern New England
2010-2012: Special Education Teacher,
Bradford Elementary School Westerly (K-4)
2009-2012: Special Education Teacher,
Westerly Middle School Grades 5-8

2008-2013: Recreation Director, Town of Richmond

2015-2016 Resident Camp Director, Girl Scout Camp Hoffman
2003 - 2007: Camp Director, Girl Scout Camp Green Forest
1998-2003: Camp Counselor, Girl Scout Camp Green Forest
1998 – 2007: Service Unit Manager, Girl Scouts of Rhode Island
1998 – 2012: Girl Scouts of Rhode Island Troop Leader

1975-1979 Nurse's Assistant, Rose Cottage Nursing Home, Central Falls

2006– 2009: Substitute Teacher (Chariho, Westerly, Exeter/W.Greenwich)
2004 – 2006: Literacy Assistant, State Street Elementary School, Westerly

2012 The Rhode Island Shakespeare Theatre
1986 Pawtucket Dinner Theater
1977-1982 The Rhode Island Shakespeare Theatre
1982 Rhode Island Playwrights Theatre

AWARDS

- Alan Shawn Feinstein Scholarship: Academic Excellence and Community Service (2009)
- Kappa Delta Pi: International Honor Society in Education (2004)
- Phi Alpha Theta: Conspicuous Attainments and Scholarship in the Field of History (2003)
- Alpha Sigma Lambda; National Honor Society for Adult Learners in Continuing Higher Education (2001)
- The National Society of Collegiate Scholars; Outstanding Scholarship, Leadership and Service (1999)
- Outstanding Leader Award; Girl Scouts of R.I. (1998)

REFERENCES

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

TOWN OF EAST GREENWICH JOB DESCRIPTION

Job Title: Community Resource Manager

Exempt: Y

Department/Division: Community Services and Parks

Reports To: Director of Community Services and Parks

Union: N

Supervision Exercised: Exercises supervision over
staff and volunteers

Date Modified: 3/6/18

Summary of Duties and Responsibilities

This position reports to the Director of Community Services and Parks and is responsible for developing a comprehensive plan and implementing the overall programs and services offered to support the Community Services and Parks Department with a focus on human services, community programming, grant writing and reporting, promotion of the department through press releases, traditional and new media, scheduling of facilities, etc., for the Town of East Greenwich.

Essential Duties and Responsibilities

- Responsible for developing a comprehensive plan to meet the needs and improve the quality of life for the town's residents including youth, teens, adults, senior citizens, and economically disadvantaged individuals and families, etc.
- The comprehensive plan will consider health, welfare, social, education, recreation, and leisure services for all.
- The Manager will coordinate programs relevant to and act as the liaison to services and agencies such as West Bay Community Action, East Greenwich Housing Authority, Department of Elderly Affairs and the Senior Advisory Committee, etc.
- The Manager will develop budgets and resource requirements based on an ongoing assessment of the needs and available funding.
- Under the direction of the Director of Community Services & Parks, this position will work with other Department Managers and Departmental staff, as well as state, regional and federal agencies to coordinate, identify and make efficient use of the available resources and to manage, train and evaluate staff, volunteers and other resources.

Specific Duties:

- Design, develop, implement and administer comprehensive plans and programs to meet the unique needs of East Greenwich residents.
- Develop budget and resource requirements for consideration by the Director of Community Services and Parks.
- Investigate, pursue, write and secure new sources of funding through grants, grants-in-aid and federal, state and private sources.

- Develop effective marketing and communication programs that reach target populations. Maintain the Departmental web pages and media applications-following all policies and procedures.
- Develop and coordinate an active roster of volunteers.
- Seek out other plans and programs that are available for use by East Greenwich residents.
- Plan and seek adequate staff support, space and facilities and supervise the work of relevant staff, volunteers and other external resources.
- Develop and maintain required records and documentation of programs and assistance provided to citizens.
- Work with other town agencies to ensure citizens receive appropriate services.
- Connect residents to available resources.
- Schedule and staff outside rentals of the Swift Community Center and other Town facilities. Track and verify documentation for facility rentals and renewals.
- Performs other duties as assigned and which are consistent with this position.

Education, Knowledge and Experience:

Bachelor of Arts in Human Services, Psychology, Social Work, Public Administration, Parks & Recreation or equivalent and three years or more experience in a related field, position or role. Comprehensive understanding of the needs of the general public with a working knowledge of available state and regional resources.

Abilities:

- Communicate at all levels gaining consensus and cooperation; one on one, with groups and leading and holding informal discussions.
- Desire to work with people, either individually or in groups and to encourage their participation in programs offered by the town.
- Work with community, regional and state agencies.
- Persuade and remove barriers to action such as apathy and resistance to change.
- Apply knowledge of the principles, practices and techniques of community organization.
- Multitask and prioritize work.

Attributes and Skills:

- Excellent written and verbal communications skills
- Strong computer and administrative skills
- Enthusiasm for work
- Customer and client focused
- "Can do" and proactive approach to work
- Outstanding listening and interpersonal skills
- Problem solver and good follow through skills
- Detail oriented
- High integrity and good judgment

- Must be CPR, First Aid and AED Certified.
- Must pass a criminal background check.
- Must be available to work during non-traditional business hours as needed.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Physical Environment/Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in a recreational and office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderate noise.

The duties listed above are intended only as illustrations 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, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RACHEL-LYN LONGO

PHONE: (401) 464-3392 EMAIL: rachellynlongo@my.uri.edu

EDUCATION

| | | |
|---------------|--|--|
| 2017- Present | Providence College <i>School of Continuing Education; Graduate Program</i> | Providence, Rhode Island |
| 2012 – 2014 | University of Rhode Island <i>Political Science & Psychology B.A.</i> <i>Honors Program Completion</i> GPA: 4.0- Summa Cum Laude | Kingston, Rhode Island |
| 2011 – 2012 | Suffolk University <i>Honors Political Science/Paralegal Studies</i> GPA: 3.925 | December 2014 Boston, Massachusetts |

ACADEMIC ENDEAVORS

UNIVERSITY OF RHODE ISLAND

- John Hazen White Center for Ethics & Public Policy 2014
- Teaching Assistant- Psychology 2014

SUFFOLK UNIVERSITY

- Paralegal Studies 2011-2012

EMPLOYMENT EXPERIENCE

| | | |
|---------------|---|--------------------------|
| 2015- Present | Justice Assistance Senior Case Manager- Supervisor for District Court | Cranston, Rhode Island |
| 2012-2015 | The Law Office of Biagio L. Longo Office Manager & Paralegal: Specialties- Family Law, Probate, Criminal Law | W. Warwick, Rhode Island |
| 2012 | Rhode Island Family Court Intern for the Honorable Chief Justice H. Bedrosian Domestic Relations Clerks Office | Providence, Rhode Island |

AWARDS & RECOGNITION

- Member of Phi Beta Kappa- Academic Honors Society – (2015)
- Harold Thewlis Award for Outstanding Achievement in Government- University of Rhode Island (2014)
- Inducted Member of Psi Chi- National Psychology Honors Society (2014)
- Inducted Member of Pi Sigma Alpha- National Political Science Honors Society (2014)
- University of Rhode Island Honors Program Completion- December 2014
- Rhode Island Lieutenant Governor's Leadership Award- May 2011

PUBLISHED RESEARCH

- Pearson-Merkowitz, S., & Longo, R. (2015) "Paid Family Leave" *Footnote*.
- See: <http://www.collaborativeri.org/research/ensuring-paid-family-leave-pays-off>

SKILLS

- Highly organized, responsible, and consistent
- Seasoned professional with recognized leadership skills
- Very strong work ethic
- Highly proficient with Microsoft Word, Excel, PowerPoint, & Email, and Management Information Systems
- Office Management Experience

CERTIFICATIONS

| | | |
|------|---|-------------------------|
| 2016 | Level of Service Inventory- Revised (LSI-R) | ADCARE Criminal Justice |
| 2016 | Level of Service/Risk, Need Responsivity | ADCARE Criminal Justice |

- Trained and certified in theory, administration and implementation of the LSI-R and LS-RNR for offender assessment and case management planning.

REFERENCES AVAILABLE UPON REQUEST.

TOWN OF EAST GREENWICH JOB DESCRIPTION

Job Title: Recreation Manager

Exempt Y/N: Y

Department/Division: Community Services and Parks

Reports To: Director of Community Services and Parks

Union: N

Supervision Exercised: Exercises supervision over
recreation division staff

Date Modified: 3/6/18

Summary of Duties and Responsibilities

A person in this professional position is responsible for managing the overall operation of the Recreation Division including planning, developing, scheduling and directing a year-round schedule of programs under the general supervision of the Director of Community Services and Parks.

Essential Duties and Responsibilities

- Responsible for overall operation of the recreation division.
- Administers community wide special events including the Halloween Parade and Party, Summer Concert Series, vacation week programs, etc.
- Plans and organizes the seasonal program offerings, including securing of instructors and staff for each program for all residents of Town.
- Evaluates staff and instructors.
- Recommends the hiring and termination of staff and instructors.
- Provides general oversight and supervision of the sports, fitness, arts, social and camp instructors, staff and contract workers.
- Prepares, updates, and enforces contracts for program instructors.
- Authorizes and processes payments for staff, instructors and contractors.
- Prepares the department's seasonal brochures.
- Secures space by scheduling of both indoor and outdoor facilities for department use for programs.
- Prepares the operational budget for the recreation division and monitors revenues and expenditures to ensure sound fiscal controls.
- Prepares a variety of studies, reports and related recreation division information.
- Communicates department plans, policies and procedures to the staff and general public.
- Coordinates the publicity of recreation programs by utilizing media outlets, direct mailings and other promotional methods.
- Performs other duties as assigned and which are consistent with this position.

Peripheral Duties

Attends Town Council meetings as necessary

Uses vehicle to drive to other departments, schools and park sites

Desired Minimum Qualifications

Education and Experience

Bachelor's degree in Parks and Recreation Administration, Human Services, Education, Communications, Public Administration, or equivalent and five years of progressively

responsible experience in management of parks and recreation programs or equivalent combination of education and experience.

Requires a valid chauffeur's license or ability to obtain one prior to employment.

Necessary Knowledge, Skills and Capabilities

Considerable knowledge of principles and practices of modern parks and recreation programs; working knowledge of recreation facilities management; ability to develop a year-round schedule of recreation programs.

Working knowledge of computers including word processing, spreadsheet and database applications; working knowledge of cash handling procedures.

Ability to drive motor vehicle.

Skill in operation of listed tools and equipment.

Ability to interact well with the public, program participants, fellow employees and others; ability to communicate effectively both orally and in writing.

Must be CPR, First Aid and AED Certified.

Must pass a criminal background check.

Must be available to work during non-traditional business hours as needed.

Tools and Equipment Used

Personal computer including word processing and spreadsheet software

Desktop and/or 10 key calculator

One line or multi-line phone system

Fax, copy and other modern office machines

Base radio

Motor Vehicle

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Physical Environment/Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in a recreational and office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderate noise. The position requires an

employee to work in strenuous weather conditions including the summer heat, rain, cold and snow.

The duties listed above are intended only as illustrations 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, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.