



Town of North Providence
Mayor Charles A. Lombardi

Department of Human Resources
Director Anthony M. Pinto

Recreation Director

Job Summary

Highly organized, strategic, and community-focused Recreation Director to oversee the planning, development, and administration of recreational programs and facilities for the Town, along with operating Town Rental Facilities. This position is responsible for delivering comprehensive recreation services that enhance quality of life for residents of all ages. The Recreation Director serves as a key municipal leader, working closely with Town officials, community organizations, and residents to develop programs, manage facilities, and ensure safe, efficient, and inclusive operations. This role requires strong leadership, financial management, and public engagement skills, along with the ability to manage multiple programs and staff in a dynamic municipal environment.

Duties

- Plan, organize, and direct a comprehensive municipal recreation program, including youth, adult, and senior activities, seasonal programs, and special events.
- Oversee the daily operations of recreation facilities, parks, fields, community centers, and certain rental facilities to ensure safe and efficient use.
- Develop and implement new programs based on community needs, participation trends, and municipal priorities.
- Prepare, administer, and monitor the department's annual operating budget, including revenues, expenditures, and capital planning.
- Hire, train, supervise, and evaluate full-time, part-time, and seasonal staff, including instructors, coaches, and program coordinators.
- Coordinate scheduling and use of recreational facilities, athletic fields, and public spaces.
- Serve as the primary public contact for the Recreation Department by responding to inquiries, addressing concerns, and promoting programs.
- Develop partnerships with schools, community organizations, and other municipal departments to enhance programming and services.
- Ensure compliance with all local, state, and federal regulations, including safety standards, risk management practices, and ADA accessibility requirements.
- Oversee program registration systems, recordkeeping, and financial tracking for recreation activities.
- Prepare reports, presentations, and communications for Town administration, elected officials, and the public.
- Promote recreation programs through marketing, public outreach, and community engagement initiatives.
- Maintain department policies, procedures, and operational standards to ensure consistent service delivery.



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- Perform additional administrative and operational duties as required to support municipal recreation services.
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Special Projects & Assignments

- Plan and coordinate large-scale community events such as seasonal festivals, concerts, and holiday programs.
 - Lead initiatives to expand recreation offerings, improve facilities, and increase community participation.
 - Assist in the development and oversight of capital improvement projects related to parks, fields, and recreational infrastructure.
 - Seek and manage grants, sponsorships, and partnerships to support recreation programming and funding.
 - Implement new technologies or systems to improve program registration, scheduling, and communication.
 - Support emergency and municipal response efforts as needed, including coordination of facilities and resources.
 - Provide strategic recommendations to Town leadership on recreation trends, community needs, and long-term planning.
 - Perform other duties as assigned to support the evolving needs of the department.
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Experience

- Bachelor's degree in Recreation Management, Parks Administration, Physical Education, or a related field required; Master's degree preferred. Equivalent and relevant experience in lieu of a formal degree can be considered.
- Minimum of five (3) years of progressively responsible experience in recreation programming or municipal parks and recreation, including supervisory experience.
- Strong knowledge of recreation program development, facility management, and community engagement practices.
- Experience in municipal budgeting, financial management, and public administration.
- Demonstrated leadership ability with experience supervising diverse teams, including seasonal staff.
- Excellent organizational, communication, and interpersonal skills with the ability to interact effectively with elected officials, staff, and the public.
- Proficiency in Microsoft Office Suite and management software.
- Knowledge of safety standards, risk management, and emergency procedures related to recreational programming.



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- Valid driver's license required; ability to work flexible hours, including evenings and weekends as needed.
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Job Type: Full-time

Benefits:

Dental insurance
Health insurance
Paid time off
Vision insurance
Retirement plan / pension