

**Town of Sterling  
Recreation Director**

The Town of Sterling is accepting applications for a salaried, part-time, 20-25 hours per week, Recreation Director reporting directly to the Recreation Board and the First Selectman.

**Duties and responsibilities include, but are not limited to:**

- Development of recreation programs
- Management of both recreation and park function
- Operational and developmental phases of public recreation area and facilities of the department
- Maintains systematic, complete and accurate records of department activities, personnel, property and finances, as well as prepares annual budget
- Recruits, selects, and employs personnel necessary for the successful operation of the department

**Qualifications:**

- High school diploma, vocational school or the equivalent
- Three years' experience preferred or a proven record of responsibility in related or similar position
- Proficiency in Microsoft Office including Excel
- Strong leadership skills in program and events management
- Ability to communicate effectively and tactfully with the general public and other employees
- Works independently, good organizational skills, meets deadlines and pleasant disposition

Please send resume and two letters of recommendation to Lincoln A. Cooper, First Selectman, PO Box 157, Oneco, CT 06373-0157 or, email to [lcooper@sterlingct.us](mailto:lcooper@sterlingct.us) prior to 12:00 p.m. on Wednesday, March 31, 2021.

The Town of Sterling is an equal opportunity employer.