

Town Of Livonia – Recreation Director Job Posting

Town of Livonia

Job Posting: Recreation Director

Location: Town of Livonia, New York

Employment Type: Full Time

Department: Recreation

Reports To: Town Board

Position Summary

The Town of Livonia is seeking a motivated, organized, and community-focused **Recreation Director** to plan, coordinate, and oversee the Town's recreational programs and facilities. This position plays a key role in enhancing quality of life for residents of all ages by delivering safe, inclusive, and engaging recreation opportunities.

Essential Duties and Responsibilities

- Plan, organize, promote, and supervise year-round recreational programs.
- Coordinate seasonal programs, special events, camps, leagues, and community activities.
- Oversee the use, scheduling, and care of Town recreation facilities and fields.
- Recruit, train, schedule, and supervise part-time and seasonal staff, instructors, and volunteers.
- Develop program budgets, monitor expenditures, and make recommendations to the Town Board.
- Ensure compliance with Town policies, safety regulations, and applicable local and state requirements.
- Work collaboratively with schools, community groups, and regional organizations.
- Promote programs through marketing, social media, flyers, and the Town website.
- Prepare reports, maintain records, and attend Town Board and committee meetings as required.
- Respond to public inquiries and concerns related to recreation services.

Minimum Qualifications

- Experience in recreation programming, youth sports, community events, or municipal recreation.
- Strong organizational, communication, and leadership skills.
- Ability to work evenings and weekends as required by program schedules.
- Valid New York State driver's license.
- Must Pass Background Check

Preferred Qualifications

- Previous municipal recreation or supervisory experience.
- Knowledge of budgeting, program development, and risk management.
- First Aid, CPR, and AED certification (or ability to obtain).

Compensation

Salary and benefits are commensurate with experience and qualifications and in accordance with the Town of Livonia pay schedule.

Application Process

Interested candidates should submit:

- A completed Town of Livonia employment application
- Cover letter
- Resume

Applications may be submitted to:

Livonia Town Clerk

35 Commercial St. Livonia, NY 14487

townclerk@livoniany.gov

585-346-3710

Application Deadline: January 10, 2026