

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.
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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
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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).
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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@livonianyny.gov

585-346-3710

Application Deadline: January 10, 2026