

Recreation Superintendent

JOB POSTING:

The Village of Sleepy Hollow, Westchester County, New York (pop. 10,198), seeks a qualified and experienced individual to fill the position of recreation superintendent. The Village of Sleepy Hollow has not had a superintendent of recreation for close to 20 years. The position was not filled due in part to the loss of revenue caused by the closing of the old General Motors assembly plant. Now that the assembly plant site is being redeveloped, there is a need to expand the Village's recreation department and so the position is being reestablished. As part of a deal with General Motors, the Village has acquired 28 acres of vacant land to be used for municipal purposes, most of which will be used for parks and recreation facilities including potentially a new community center. In addition, the Village will acquire 15 plus acres of waterfront property to be used for open space, public art exhibits and a Riverwalk.

The applicant should have a strong knowledge and experience in budgeting, program planning, parks and facility maintenance, supervision, as well as overseeing recreational activities and special events. The applicant should have an appreciation for both visual and performing arts. The applicant must demonstrate professionalism and skills to interact well with the public, Village staff and Village Board. The applicant will be required to attend both recreation advisory committee meetings and Village Board meetings. The applicant will be also be responsible for overseeing all current recreation programs including the Halloween season activities, which the Village is has become famous for. Annual salary to start is in the range of \$100,000 to \$110,000 based on experience.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Recreation, Parks Resources, Leisure Services, or Physical Education and three (3) years of experience where the primary function was the conduct of recreation services, activities, or programs or the operation of recreation facilities, including two (2) years of supervisory experience; or (b) a Bachelor's Degree* in Sports Management, Therapeutic Recreation, or a closely related field and five (5) years of experience as indicated under (a) including two (2) years of supervisory experience; or (c) possession of current Certified Park and Recreation Professional (CPRP) status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates and three (3) years of experience as indicated under (a) including two (2) years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 college credits towards a Master's Degree* in one of the fields specified in (a) or (b) above may be substituted at the rate of 30 credits equal to one year of experience cited in (a). There is no substitution for the two years of experience in a supervisory capacity.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

To apply, please send a cover letter, resume and references to:

Anthony Giaccio
Village Administrator
Village of Sleepy Hollow
28 Beekman Avenue
Sleepy Hollow, NY 10591

You may also email your application to agiaccio@sleepyhollowny.org.

Deadline to apply is September 8, 2017

The Village of Sleepy Hollow is an equal opportunity employer.