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NARRAGANSETT TOWN COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

FROM: Michelle Kershaw, Parks & Recreation Director

DEPARTMENT: Parks and Recreation Department

SUBJECT:

A MOTION TO APPROVE the updated job description, change in title, and salary increase for the Recreation Manager of the Parks and Recreation Department.

SUGGESTED ACTION:

The current Program Coordinator is a middle-management position within the Parks and Recreation department. The updated job title, Recreation Manager, and updated job description encompasses the duties that have been performed since assuming the position of Program Coordinator. With the change in job title, the Recreation Manager will have increased responsibilities, per the attached updated job description. Since assuming the role of Program Coordinator with the town four years ago, it became apparent that Mr. Hoxsie's roles and duties went well beyond the original job description requiring the need to update the job description. On a regular basis, throughout the course of the year, Mr. Hoxsie is tasked with answering phone calls, emails, and text messages after business hours, sometimes until 10 or 11pm, and on weekends. There is no additional monetary compensation for performing these duties which occur after hours. Under the current contract, Mr. Hoxsie is required to "flex" his hours during the week to accommodate working evening hours and on weekends. Along with the duties and responsibilities as the Program Coordinator, the position is also responsible for hiring staff for summer camp and recreational programs and scheduling all programs and events for the Parks & Recreation Department. The position is also responsible for scheduling field usage and court usage with over 30 teams/organizations, scheduling all field lighting requests, and cancellations for all fields or courts in Town. In addition, the added responsibilities include, but are not limited to:

- Planning, organizing, coordinating, and scheduling the Narragansett Parks & Recreation Summer Camp. Book field trips, camp performers, scheduling beach days, and ordering of supplies and equipment. The position is also responsible for scheduling training in First Aid, CPR, & use of AED equipment.
- Provide invoices/quotes, orders, and items needed for purchase for basketball courts (nets, backboard padding, and pole padding), tennis courts (nets), rollers that help remove water from the playing surfaces, and general maintenance items to assist with the Parks Maintenance division.
- Provide invoices/quotes, orders, of all staff shirts & polos, uniforms, and all jerseys for Bradford Trowt Basketball, Adult Men's Basketball League (summer & winter), as well as the High School

Summer League. Also providing invoices/quotes for trophies, awards, and etc.

- Assist the Parks & Recreation Director with various tasks, inquiries, or duties as needed and requested, to include Grant Writing.
- Serves as a liaison to the school department, Rhode Island Recreation & Parks Association (RIRPA), Narragansett Youth Basketball Association (NYBA), Narragansett Youth Soccer Association (NYSA), Narragansett Little League (NLL), Narragansett Youth Sports & Hoops by the Sea, and various other local groups and outside groups.
- Assist the Parks Maintenance department with annual checks to ensure all court and field lighting is working properly, all scoreboards are operating, and reporting any issues or findings back to the Parks Foreman.
- Assist the Beach Manager with various tasks, inquiries, or duties as needed and requested.
- Assist the Narragansett Community Center by providing office coverage in Ms. Flint's absence, drive the Community Center Bus when needed, and coordinate use of the center for youth programs and activities.

The current salary for the position of Program Coordinator is \$51,300.00. The recommended annual salary beginning July 1, 2024, is \$58,306.00.

FUNDING SOURCE:

Funding is available in the Parks and Recreation Budget #0001830-50101, Full-Time wages.

ATTACHMENTS:

[Recreation Manager Job Description.pdf](#)

[Program Coordinator Job Description \(last updated in 2012\).pdf](#)