



Executive Director
Sand Springs Recreational Center, Inc.

About Sand Springs Recreational Center, Inc: Sand Springs Recreational Center, Inc. (SSRC), is a 501(c)(3) community organization that owns and operates the Sand Springs pool in Williamstown, Massachusetts. The pool has been in almost continuous operation since 1907, and is a community gathering place open to season passholders and day visitors from early June through early September.

Executive Director Job Description: The Executive Director is responsible for all aspects of the organization's operations. This is a part-time, year-round position which averages 20-hours/week over the course of the year. Summer hours are approximately 40 hours/week; off-season hours range from 10-20 hours/week.

Job Responsibilities include, but are not limited to, the following:

- Recruitment, hiring, and supervision of all (part-time summer) employees
- Manage finances, including payroll and insurance policies
- Facility Maintenance
- Marketing, including social media
- Provide exceptional customer service to members and daily users
- Food Service coordination
- Maintain required filings and certifications
- Work closely with board through monthly meetings and collaboration on board subcommittee work
- Spearhead fundraising, grant application, and municipal support initiatives
- Maintain partnerships with other community organizations and local schools

Qualifications:

The successful candidate will have a bachelor's degree and at least 7 years of experience in related fields. A background in marketing, development, strategic planning, customer service, recreational management or other related fields will be favorably considered. Some management experience is a must, as well as a self-starting, enthusiastic, and creative outlook. Deftness with the Microsoft Office and Adobe Creative suites of products, familiarity with QuickBooks Online, or similar accounting software, and database programs preferred. The candidate will have excellent oral and written communication skills.

Salary:

\$30,000 annually. Additional discretionary bonuses may be offered by the board. 4 weeks paid vacation. No other benefits are available.

Applying:

Please submit a resume, cover letter and three references (with contact information) to:

Ben Sosne, President

Sand Springs Recreational Center, Inc., 158 Sand Springs Road, Williamstown, MA 01267

Or electronically at: bensosne@me.com