**Town of Norway**

 **Job Opening**

**Director of Parks, Recreation & Cemeteries**

The Town of Norway, Maine is seeking a Director of Parks, Recreation & Cemeteries to lead the Town under the direction of the Town Manager to enhance recreation, socialization, and community events for all ages and abilities through partnerships among Town government and community-based organizations.

The Town of Norway has a population of approximately 5,077 full-time residents. The town is a located in the Oxford Hills Region of the State. The Town of Norway has an Historic downtown center that is a vibrant destination to shop, eat and relax. The Town of Norway is located one hour from Portland, one hour from Augusta and one hour from North Conway, NH.

This is a regular full-time position, 40 hours per week. Evening and/or weekend hours will be required for recreation programs, special events and meetings.

This is a professional full time Department Head position. The position consists of planning, organizing, directing and evaluating the Town of Norway recreation programs; maintenance, improvements, construction and scheduling use of recreation facilities; maintenance and improvements to parks, gardens and cemeteries; hiring and supervising seasonal employees; coordinating with volunteer organizations and individuals; and collaborating with organizations throughout the Oxford Hills who bring or offer recreation programs and/or events to the citizens of the Town of Norway.

The Director’s office and garage is located at 37 Brown Street. Facilities are Lake Pennesseewassee Park, Cottage Street Recreation Area and Lovejoy Farm Sports Complex. There are 10 public cemeteries.

A university or college degree in recreation, physical education, or a related field, including demonstrated leadership skills in administering a recreation program, or any equivalent combination of training and experience. Individual must have good communication and organizational skills and be able to work on a variety of activities and merge multiple priorities.

Must possess a valid motor vehicle operator’s license. Starting salary commensurate with qualifications. Excellent benefits provided. Norway is an equal opportunity employer. For additional information related to this position, please contact Dennis Lajoie, Town Manager @ dlajoie@norwaymaine.com

**Send resume and cover letter in confidence no later than 5pm on October 17, 2022 to:
Dennis Lajoie, Town Manager, 19 Danforth Street, Norway, Maine 04268.**