

## **Job Vacancy**

### **Cemetery, Parks & Recreation Director**

The Town of Lincoln (pop. 5,200) has a job opening for a Cemetery, Parks & Recreation Director. Interested applicants should be highly responsible with excellent knowledge and the supervisory skills necessary to manage the town's Parks, Cemeteries and year-round Recreational activities. The successful candidate will have strong organizational and communication skills, as well as the ability to work independently and meet deadlines with minimal supervision. Responsibilities include, but are not limited to: planning and implementation of short- and long-range projects, monitoring performance cost vs budgeted costs, and the evaluation of up to 40 seasonal employees. Must be able to work a flexible schedule, including occasional nights/weekends.

The ideal candidate will have a minimum of 3 years' experience in a recreation environment or related field or alternately, a minimum 3 years' experience in a position demonstrating supervisory leadership ability. Additional experience in multiple recreation activities, including but not limited to: athletics, either as a participant, volunteer or coach is required. The successful applicant should possess sufficient computer knowledge and skills to be able to produce spread sheets and documents as needed to be successful in this job. Salary will be based upon prior experience and qualifications. The selected candidate will be subject to a background investigation.

A resume, cover letter and two (2) references must be received by 5:00 p.m. March 19, 2026 by email at [ann.morrison@lincolnmaine.org](mailto:ann.morrison@lincolnmaine.org) or by mail: Ann Morrison, Town Clerk, 29 Main Street, Lincoln Maine 04457.

If mailing, print clearly "Rec Director Job Application" on the envelope.

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