

PARKS & RECREATION DIRECTOR

Recreation Department

POSITION SUMMARY

Under the direction of the City Administrator, the Recreation Director is a non-exempt position under FLSA, This position is a full time position and is responsible for the administration of community recreational activities which includes the responsibility for preparing, recommending, and administering of an annual budget, supervising day to day financial and venue operations, personnel programs and public relations programs. This employee should possess excellent supervisory, communication, organizational and public relation skills.

ESSENTIAL FUNCTIONS:

- Coordinates a wide variety of activities on a daily basis;
- Recruits, selects, directs, and evaluates recreation leaders and volunteers;
- Conducts programs and maintenance of all parks, cemetery, and public venues within adopted budget guidelines;
- Makes recommendations regarding the total Marion/USD 408 recreation program and assist in the study of community wants and interests;
- Submits program reports, evaluations, inventories and proposals to the Administration;
- Establishes and maintains cooperative planning and work relationships with public and private nonprofit agencies serving Marion, such as the school district, senior center and the Chamber of Commerce;
- Provides all appropriate program communications in print and electronic media (computer use);
- Assists in the preparation of the budget and supporting material;
- Conducts workshops and in-service training programs as needed;
- Reviews performance of leaders and volunteers, and provides feedback as needed;
- Maintains current and accurate records of assigned program units;
- Maintains and prepares facilities for activities through effective leadership;
- Follows and develops department policies and procedures
- Is a member of the Kansas Association of Recreation Directors;
- Properly maintains and oversees general maintenance of all equipment;
- Follows safety procedures and practices. Maintains confidentiality as required.
- Assists the City Administrative Staff when requested;
- Maintain booking schedule for events in the Community Center including working with local and regional governmental agencies for hosting retreat, seminar and training events.
- Maintain an active presence in local, regional and national publications by advertising features and benefits of the Marion Recreational Activities.
- Utilizes social media in marketing and promotional efforts.

MARGINAL FUNCTIONS:

- Has frequent contact with the Parks & Recreation Advisory Board regarding goals and objectives, policy questions and the coordination of program activities;
- Has moderate to frequent contact with the general public regarding program offerings;
- Has occasional to moderate contact with other groups serving the public regarding the provision of services and programs;
- Has moderate contact with the news media and the general public regarding publicity and public relations;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned
- Travels occasionally in performance of job;

PARKS & RECREATION DIRECTOR POSITION REQUIREMENTS

Experience: 1 to 3 years experience in recreational activities administration is desired. The employee is expected to demonstrate competency in administration of all recreational programs. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required, a college degree with a major in physical education, recreation or a related field is preferred. This position requires a valid driver's license and CPR certificate.

Technical Skills: Ability to be flexible in all aspects of job responsibility, ability to communicate effectively, knowledge of basic management functions, ability to set goals and objectives, knowledge of the community's socioeconomic structure, knowledge of budgets and accounting and the ability as a public speaker. This employee should possess excellent organizational, supervisory, communication and public relations skills.

Problem Solving: Independent problem solving is an important aspect of this position. This employee encounters problems with citizens, staff, and volunteers regarding operational concerns and budget constraints.

Decision Making: Independent decision making is an important aspect of this position. This employee makes decisions about recruiting volunteers, encouraging visitation and utilization of programs and performing daily duties in the most efficient manner.

Supervision: This employee works under the direction of the City Administrator. This employee exercises frequent supervision over subordinate personnel and volunteers.

Financial Accountability: This employee is responsible for city/school equipment and resources. This employee participates in the budgeting process as it relates to recreational activities development and park maintenance.

Personal Relations: Daily contact with the general public, fellow employees, supervisory personnel, and the City Council is expected.

Working Conditions: Some adverse working conditions exist within this position. These include exposure to human blood and body fluids, some chemical handling and exposure, working with some machinery, and at times, adverse weather conditions. Additionally, working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Some physical activity is required to perform the daily duties of this position. Some knowledge of equipment operation is required. The ability to lift up to 50 pounds is required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION WAS LAST UPDATED ON AUGUST 14, 2015