

JOB DESCRIPTION: PARKS & REC DIRECTOR

Position: Parks & Rec Director

Department: Parks & Rec

General Statement of Duties:

Oversees the Aquatic Center facility, city parks, all recreation programming, finances, and employees. Serves as City Liaison to multiple citizen ran recreation and community betterment committees. On call on the weekends.

Reports to: Parks & Rec Board & City Manager

Major Responsibilities:

The supervision of recreation programs, staff, financial responsibilities (budget, billing, accounts payable, deposits, bank statements, etc). Organizing and leading board meetings. Record keeping of all staff certifications, equipment warranties, maintenance records, etc. Recruitment, hiring, and training of new staff. Attending and running staff meetings. Public Relations. Participating in community and city committees. Selling tickets and signing individuals up for programs. Creating, promoting, and running recreational programming. Addressing major complaints. Maintaining water chemistry. Lifeguard when and if needed.

Required knowledge, skills, and abilities:

Must have a combination of skills, knowledge, and training that will enable the performance of the responsibilities outlined above. Recreational programming skills, leadership, managerial skills, special population skills, good public relation skills, and strong physical swimming and safety skills are needed. Must be able to physically and mentally respond to any emergency at any time. Must be willing to work with chemicals and be able to lift 50 pounds.

Required experience and training:

Bachelor's Degree in Recreation, Physical Education, Sports Management or related field; or equivalent experience working in a supervisory role within an aquatics or recreational setting.

Required Certifications

CPO certified

Red Cross Lifeguarding certified

Red Cross First Aid & CPR/AED certified

Additional Certifications

Red Cross Certified Lifeguard Instructor

NRPA Certified Parks & Recreation Professional

NRPA Certified Playground Safety Inspector