

POSITION DESCRIPTION

Class Title: Parks & Recreation Director

Department: Parks & Recreation

Grade: Parks & Recreation – PR-5

Date: February 11, 2003

Salary Range: \$52,000.00 - \$63,814.40

GENERAL PURPOSE

Manages and maintains all “City Parks and Recreation Facilities and Programs”. Plans, organizes and coordinates a community recreation program for youth of all ages, young adults and senior adults, including physical activities, to include but not limited to baseball, soft-ball, basketball, football, soccer, tennis and other sports activities, special interest classes and summer programs encouraging and promoting a healthy quality of life for all citizens of the community.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Supervises full-time recreation staff, special interest instructors, seasonal employees, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees and coordinates recreation staff in the development and implementation of community recreational programs.

Organizes community wellness classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Selects, plans and implements physical activities and special interest activities.

Responds to public inquiries about recreation programs via telephone, correspondence, social media; the internet or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation opportunities and programs.

Coordinates, schedules and maintains related records and statistics to include but not limited to participants contact information, addresses, city or county residency for all programs and personnel at the Recreation central office.

Coordinates sports programs and wellness activities, to include registering participants, collection fees, recruits and screens coaches, volunteers and assigns practice times and locations when required, inventories, distributes and collects uniforms and equipment.

Schedule games and umpires/referees for all city sponsored programs to include but not limited to youth basketball, football, soccer, baseball/softball, adult/co-ed softball programs and other related sports or recreational activities to include week-end tournaments and other related activities.

Schedules and runs various tournaments throughout the year, such as basketball tournament, table tennis, men's slow pitch, tennis, women's volleyball, and co-ed volleyball tournament, etc.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting educational and health activities for children, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, etc.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the scheduling of activities at the various parks and recreational venues throughout the city.

Ensures that all Parks and Recreational venues are properly maintained to include but not limited to grass cutting, collection and disposal of trash, debris and other items that may pose a safety or other health deficiencies to the patrons using such facilities.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Schedules inspections, maintenance and repairs of all fields, shelters, buildings, bleachers, fences, playground equipment and spaces; sets work schedule for assigned personnel to ensure all recreation facilities are properly mowed, groomed, and ensures that all restroom and locker-rooms are in a clean, sanitary, safe and operational state.

Assists staff when needed and performs grass cutting, field dragging, field lining and repairs, investigates all facilities for deficiencies, identifies deficiencies, and determines the best corrective action to ensure safety for participants and the general public.

Ability to work flexible hours, and schedule employees to ensure proper oversight is performed during both practice sessions and games.

Ability to communicate with the general public, coaches, umpires/referees, players, co-workers, administration and elected officials both orally and in writing.

Establishes goals, prepares needed information for the annual O & M budget, and recommends capital

needs to the City's administration, monitors revenues and expenditures, and secures best pricing on materials with various vendors.

Coordinates and leads discussions and meetings with the Recreation Advisory Committee and maintains positive presence and communications with various organizations to include but not limited to local high school, middle school, GPRA and other recreational organizations to ensure that the city is providing programs in accordance with all rules, specifications and standards governing the various recreational activities and programs administered and sponsored.

Performs other work as may be directed and/or assigned by the City Manager.

PERIPHERAL DUTIES

Assists in the recruitment and selection of full-time, part-time and season staff.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in recreation or a closely related field; preferred;
- (B) Associates degree in recreation or closely related field of sturdy and/or graduation from an accredited high school or GED, with two years recreation experience including community center programming; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment; and
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Valid Georgia State driver's license or ability to obtain one.

Annual certification or refresher training in Basic First Aid and CPR and assurance that all assigned staff members receive the same training and certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and excel software; calculator; copy, and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather with varying ambient conditions to include but not limited to excessive heat and extreme cold. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Revision History:

Revised: 01/30/2014
Revised: 07/16/2018
Revised: 08/12/2019
Revised: 09/08/2020