



RIVER ROAD PARK & RECREATION DISTRICT

Job Title: **RECREATION DIRECTOR**

Work week 40 hours. Paid sick and vacation leave.
Medical/Dental/Vision/Life/LTD
District paid pension plan; Optional 457 plan.
Salary: \$75,00 - \$85,000 EXEMPT

General Statement of Duties

The Recreation Director is responsible for the coordination of a comprehensive recreation program that includes leadership, planning, and management of all Recreation District programs. Responds to community expectations by providing exceptional programs and services to satisfy the needs of the greater River Road Park and Recreation District community. These aspects include, but are not limited to: the selection, training and supervision of staff; development, oversight and management of a comprehensive recreation program; development, oversight and evaluation of programs that address fitness, educational, competitive and recreational interests; staff scheduling and facility bookings. Directly supervises the Youth Program Supervisor, Senior Program Supervisor, Gymnastic Program Supervisor, and Adult Program Supervisor. Effectively oversees financial departmental management; adheres to District policies and procedures and may manage and oversee personnel and HR matters according to established policies and procedures. Exercises professional judgment with considerable latitude for independent action in all phases of job responsibilities as identified under Areas of Responsibilities. May serve as Superintendent in his/her absence.

Supervision Received

Works under the supervision of the District Superintendent who reviews work within prescribed standards and policies.

Supervision Exercised

Directly supervises the Youth Program Supervisor, Senior Program Supervisor, Gymnastic Program Supervisor, and Adult Program Supervisor. May be assigned additional supervisory duties at the discretion of the Superintendent.

Areas of Responsibilities

- SUPERVISION/STAFF DEVELOPMENT:** Recruits, hires, trains, supervises, and evaluates both full-time and part-time recreation staff including but not limited to: the Youth Program Supervisor, Senior Program Supervisor, Gymnastic Program Supervisor, Adult Program Supervisors, Youth Coordinator, and numerous part time and contractual recreation staff. Ensures employees have the necessary certifications and skills to perform assigned work. Evaluates staff work performance. Implements District policies and procedures when disciplinary action is necessary.
- RISK MANAGEMENT:** Develops, oversees, and manages a comprehensive risk management program to minimize, monitor, and control the probability and/or impact of an unfortunate event. Maintains appropriate records and documentation.
- PROGRAM DEVELOPMENT:** Develops, oversees, and manages the District's recreation programs. Determines class and event offerings and schedules. Assists the Program supervisors in the development of and Oversight of the recreation programs.
- SCHEDULING:** Develops and distributes a variety of schedules. Ensures staff adhere to posted schedules. Work with business office to ensure weekly room/facility rental schedules are accurate and up to date.
- REGISTRATION SOFTWARE:** Monitors and oversees District software program (Rec 1). This may include inputting, troubleshooting and maintaining accurate program records and documentation.
- MAINTENANCE:** Collaborates with the Maintenance Director and the Program Supervisors on daily maintenance concerns and/or repairs; collaborates on all capital improvement projects.

POLICY/PROCEDURES:	Responsible for the implementation and adherence of District policies and procedures.
COLLABORATION:	Collaborates with other River Road Park District Departments as necessary. Serves as a liaison between the District, community partnerships, and various outside organizations that support the District and District goals.
BUDGET:	Assists in the development of the District operating budget. Monitors expenses and revenues.
PUBLIC RELATIONS:	Responds to public inquires and complaints regarding staff, programs and/or procedures. Promotes recreation programs and assists with District community outreach in various areas. Strong oral and written communication skills required.
PURCHASING:	Evaluates the cost and procurement of equipment and supplies required for the safe operation of the District's recreation program. May oversee District credit card purchasing procedures.
PLANNING:	Remains current and up to date with new and trending developments in the park and Recreation industry.

Working Conditions

- Work is performed primarily in an office setting.
- May be required to work Special Events and weekend as needed.
- May be required to work effectively in highly stressful situations.
- May be required to lift and/or move up fifty (50) pounds.

Qualifications

Knowledge:

- Directs, manages, and participates in the development, review, implementation, and evaluation of program services for the River Road/Santa Clara adult community and public at large.
- Provides for the ongoing management needs of assigned programs and staff.
- Ensures compliance with safety, health, personnel, industry, and other regulations, by maintaining appropriate records and documentation.
- Keeps current on developments in computer applications as they apply to leisure services.
- Responsible for inputting quarterly programming data into the District's computerized registration system.
- Keeps current with recreation programming; attends workshops, conferences, and special training sessions.
- Works cooperatively with maintenance staff to ensure facility/vehicle maintenance improvement needs are met.
- Collaborates with business office to ensure weekly room/facilities schedule is accurate and updated.
- Responds to staff and public questions, concerns, and request as needed.
- Coordinates a variety of special events including the Summer Concert Series, Couples Classic 5k Run and Walk, Fishing Derby and Community Breakfast, Holiday events and many others. Assists with other recreation special events as needed.
- Serves as liaison between the District, community, and various organizations to support District goals.
- Coordinates meetings with maintenance staff and event organizers to review District policies and regulations.
- Assumes duties assigned by the Superintendent in his/her absence.

Abilities:

- Extensive knowledge of community recreation programing and needs assessment.

- Design and evaluation of programs and services.
- Experience in public speaking and community relations is desirable.
- Proficient in the principles of supervision and personnel practices.
- Provide leadership to diverse work areas.
- Experience in program analysis and record keeping.
- Be current with trends in recreation programming.
- Applicable knowledge in the areas of marketing practices and trends.
- Working knowledge of computerized recreation software.
- Effective verbal and written communication.
- Establish an effective working relationship with employees, other departments, and community partners.
- Must exercise good judgement. Possess exceptional problem solving and decision-making skills.
- Proficient in developing program goals, activities, and services to meet the needs of the public.
- Demonstrate initiative, persistence, creativity, and ability to inspire the best efforts of others.

Experience/Training:

Any combination of experience and/or training as identified that would likely provide the knowledge and abilities as described qualifies; preferably bachelor's degree in recreation management, leisure services, physical education or related field and 3-5 years' experience supervising recreational activities and/or programs; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties as described.