

Job Description

JOB TITLE: Recreation Director
EXEMPT: Yes
PAY GRADE: Full-Time, Salaried
REPORTS TO: Village Administrator

General Nature of Position:

This position is responsible for planning, promoting, organizing and administering community wide recreation programs, facilities and services. The Recreation Director facilitates and in some cases conducts existing programs and promotes new recreational activities and programs for residents of all ages. The Recreation Director supervises seasonal recreation employees and volunteers. The Recreation Director works under the general supervision of the Village Administrator.

Duties and Responsibilities:

1. General Duties
 - a. Plans and coordinates all recreational activities for the Village.
 - b. Organizes and operates adult and youth athletic leagues and programs. Creates new programs, events, and activities and recommends the procedures for implementation.
 - c. Develops and recommends operational recreation policies and procedures.
 - d. Communicates effectively with the public, board and staff both orally and in writing.
 - e. Develops new programming for residents of all ages including Senior Programming and Development.
 - f. Acts as liaison to community groups and service organizations in the development of village festivals

2. Administrative Responsibilities
 - a. Working in concert with the Parks, Forestry, Trails & Recreation Committee and the Village Administrator develops and recommends the recreation budget.
 - b. Meets with the public regarding requests, comments, complaints, problems, program content and rules, policy, and/or procedure interpretation.
 - c. Conducts organizational meetings and schedules for all leagues and recreation volunteers.
 - d. Schedules Village ball fields, playgrounds and building maintenance programs for recreational activities. Coordinates preparation and maintenance of park and recreation facilities with the Director of Public Works or their designee.
 - e. Prepares for publication a variety of brochures, calendars, letters, posters, news

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- releases, flyers, website updates and related communication for programs and events.
- f. Maintains Recreation Department records.
 - g. Attends Parks, Forestry Trails & Recreation Committee meetings, Village Board, and other meetings as required.
 - h. Works with school administrators to coordinate scheduling activities in school buildings if needed. Acts as liaison to co-sponsored public and private organizations. Coordinates activities with service organizations, sports associations, and schools.
 - i. Oversees the Senior Citizen activities as directed.
 - j. Keep abreast of current trends in recreation management and other industry standards. Attends area industry conferences, workshops and meetings to further knowledge in these areas.
 - k. Seeks fund raising opportunities to offset operational or capital costs of recreation programming
 - l. Performs other responsibilities, activities and tasks, as assigned.
3. Budgetary Responsibilities
- a. Prepares departmental capital and operating budgets
 - b. Coordinates procurement of trophies, sports equipment, etc. according to the village's purchasing policy to ensure that quality goods/services are obtained in a timely manner and at a competitive price.
 - c. Administers the recreation department budget as adopted.
 - d. Evaluates programs and services and recommends fee adjustments to the Village Administrator.

Working Environment:

The physical demands are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in the office and an outdoor setting. The employee works outside in weather conditions which may include exposure to hot, cold, wet, or humid conditions, including snow and ice. Noise level can vary from quiet in an office setting to loud in the outdoors. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential work functions.

1. Lift and carry up to 50 pounds.
2. Frequent standing, walking, sitting, bending, crawling, stooping, and kneeling.
3. Ability to reach, climb, and balance.
4. Ability to focus for long periods of time on projects.
5. Ability to hear, talk, and use hands to finger, handle, feel, or operate objects, tools, or controls.
6. Ability to work long hours on an irregular work schedule.

Required Education, Experience, Knowledge, and Abilities:

1. Experience
 - a. Minimum of two years of recreation programming, work experience or other equivalent experience.

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2. Knowledge of:
 - a. Principles, practices, and methods for the delivery of recreation programs.
 - b. Equipment, facilities, operations, and techniques used in recreation programs and services
 - c. Planning, promoting, scheduling, and administering recreation programs.
 - d. Personnel operations including day-to-day supervision and recruitment.
3. Ability to:
 - a. Communicate effectively in oral and written form, including mastery of Microsoft Word and Excel.
 - b. Assemble and organize data in comprehensive records in computerized format.
 - c. Analyze data and prepare reports from such records.
 - d. Work cooperatively with others and to deal tactfully and effectively with the public and school officials.
 - e. Develop and maintain working relationships with the public.
 - f. Engage in physical activities that exceed office work activities.
 - g. Work outdoors in different weather conditions.

Desired Education, Experience, Knowledge, and Abilities

1. Education/Certification
 - a. Bachelor's Degree in Recreation or equivalent degree
 - b. National, and/or State Park & Recreation Certification as a certified Park and Recreation Professional
 - c. First Aid and CPR certification
2. Experience
 - a. Supervisory experience in a recreational program setting
 - b. Volunteer coordination
3. License/Training
 - a. Valid Wisconsin Driver's License
 - b. Bloodborne pathogen training