

**TOWN OF ST. JOHN
POSITION DESCRIPTION
RECREATION & PROGRAM
DIRECTOR**

CLASS TITLE:	Recreation & Program Director	LOCATION:	Parks Building
DEPARTMENT:	Parks Department	EMPLOYMENT LEVEL:	Exempt
DIVISION:	Administrative		

GENERAL PURPOSE

Plan, organizes, coordinates, and supervises recreation programming for the community

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager

SUPERVISION EXERCISED

Supervises staff in the Parks Department

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides professional advice and makes presentations to boards, commissions, civic groups and the general public
- Develops, organizes, promotes, administers or conducts programs, leagues, tournaments, trips, and special events for all age groups
- Communicates recreation programs, policies and procedures to staff and the general public
- Assures that assigned areas of responsibility are performed within budget, performs cost control activities, monitors revenue and expenditures in assigned area to assure sound fiscal efficient use of budgets funds, personnel, materials, facilities and time
- Determines work procedures, prepares work schedules, and expedites workflow, studies and standardizes procedures to improve efficiency and effectiveness of operations
- Responsible for the procurement of materials and supplies related to recreation programs, classes, leagues and special events
- Issues written and oral instructions, assigns duties and examines work for exactness, neatness, and conformance to policies and procedures

- Maintains harmony among workers and resolves grievances, performs or assists subordinates in performing duties, adjusts errors and complaints
- Responsible for publication for a variety of brochures, calendars, letters, posters, news releases, flyers, and related communication regarding recreational programs
- Coordinates, schedules and maintains related records and statistics for programs, sports leagues, trips, special events and personnel
- Coordinates and schedules department's facilities usage, and those owned by other agencies for activities and programs
- Develops, organizes, promotes, administers or conducts athletic leagues and tournaments, special events, recreation programs, and trips for all age groups
- Determine material, equipment, facility, supervision or instruction needs for each activity or program and coordinates with other staff members
- Surveys recreation and program interests and needs of the community
- Assists in the recruitment and selection of part-time, seasonal, and volunteers
- Attends evening Park Board meetings

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a four year college or university with a degree in recreation or closely related field, and
- Minimum (3) three years experience including recreation programming, or
- Any equivalent combination of education and experience in municipal work.

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of recreation philosophy, planning and administration, considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program
- Skill in operation of the listed tools and equipment, skill in first aid, CPR
- 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 State Driver's License or ability to obtain one.

First aid and CPR certification or ability to obtain certification.

TOOLS AND EQUIPMENT USED

Phone, personal computer, including word processing and licensing software; calculator, pencil, ruler, phone, copy and fax machine. Miscellaneous hand tools for the preparation of recreation programs and special events

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.
- Work is performed in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to stand or sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close 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 form the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, resume, rating of education and experience; oral interviews, and references check; job related tests may be required.

Please note: The duties listed above are intended as general descriptions of the work performed by persons assigned to this position, not an exhaustive list of all duties, responsibilities, and skills required. This position description does not constitute an employment contract and is subject to change as required.