

JOB TITLE: Recreation Director

ACCOUNTABLE TO: Parks Administrator

PRINCIPAL PURPOSE OF JOB:

This position oversees and leads recreation programs, facilities, events and related services. The position reports to the Parks Administrator and serves as part of executive leadership of the department. This includes overseeing recreation programs and services, enhancing current programs, creating new programs by identifying community needs for recreation services, ensuring alignment of programs with needs and changing demographics, and identifying and adapting offerings to trends and innovation in services. The position also is responsible for the supervision of part-time and seasonal recreation staff.

ESSENTIAL LEVEL OF AUTHORITY:

Directly supervises assigned recreation employees and contract program instructors. Is responsible for the overall direction, coordination and evaluation for the recreation division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; providing feedback and coaching employees, appraising performance; and resolving issues.

WORK ENVIRONMENT:

While performing the duties of this job, the employee works indoors in an office environment but is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office or moderately noisy when in the field.

EXAMPLES OF DUTIES:

The following duties are not inclusive of all duties and the incumbent performs other related duties as required:

- Identifies community need for programs, and analyzes offerings to ensure the programs match the need. This also includes analyzing possible underserved communities and identifying ways to strengthen/ alter offerings.
- Provides leadership and direction to recreation staff through establishment of direction, feedback, coaching and employee development.
- Establishes recreation work plans and monitors progress toward goals and objectives, in line with LPRD's mission, vision and strategic plan.
- Provides oversight of financial management of recreational services. This includes developing and managing budgets, establishing pricing for services, revenue and expense projections, cost analysis and identifying ways to maximize resources.
- Develops methods to connect with residents through continuous outreach efforts with the community and working toward reinforcing the agency's brand and image.
- Establishes effective relationships with various sectors of the community including corporations, government agencies, other city departments, non-profit and community groups.
- Establishes and builds program partnerships to enhance services.
- Works with Pool Manager to establish special aquatics programs & the operational standards for those programs.
- Oversees the customer satisfaction measurement process for programs and services, reviews results, and leads changes for improvement.
- Establishes quality control to ensure programs and services meet or exceed customer requirements and expectations through the use of standards, audits, class visitation, and employee feedback and customer evaluations.
- Negotiate contracts with program instructors as necessary.
- Communicate with other managers, City personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Supervise and evaluate the performance of assigned recreational part-time and seasonal staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

- Confers with the local school corporation and other governmental agencies in developing cooperation in establishing recreational programs.
- Confers with civic and neighborhood groups regarding parks and recreational activities.
- Attends meetings of community and civic organizations concerning the activities of the Department.
- Perform related duties as assigned.

QUALIFICATIONS:

Education:

Prefer Bachelor's degree in parks and recreation, public administration, education, or related field. High School Diploma required.

Experience:

Experience as a director or assistant director of a comprehensive program involving parks, recreation, senior center, or other similar activities; or an equivalent combination of education and experience.

Licensing and Certification:

- Possession of a valid Indiana State driver's license at the time of appointment or the ability to obtain one within thirty (30) days, and a driving record acceptable to the City's Risk Manager.
- Prefer Certified Park & Recreation Professional (CPRP)

Knowledge, Skills, and Abilities:

- Knowledge of department inventory of services, identifying how services meet the needs of the community and positioning recreation services for the future.
- Knowledge of recreation program delivery processes, facility management and customer service systems.
- Knowledge of customer satisfaction measurement systems.
- Skills related to creating strategic direction and work plans for a business unit.
- Ability to understand the development, monitoring, and analysis of financial reports, including revenue and expense projections, pricing of services, and interpretation of financial results.
- Computer knowledge and understanding of business applications of various technological tools, systems, and advances including program registration systems. Proficient in Microsoft Office.
- Demonstrated leadership experience, including feedback and coaching.
- Skill in creating team-based approaches to work and development of a team approach within the department/division as well as across the organization.
- Ability to read, analyze and interpret technical reports and legal documents.
- Ability to forge effective relationships with community organizations, businesses, and individual community members.
- Ability to interpret and analyze data and use data for effective decision making.
- Skill in communicating with the public, elected officials and staff.
- Skills in developing marketing strategies for programs, facilities and services.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

EEO CATEGORY Officials and Administrators

STATUS Exempt