VILLAGE OF SAUK VILLAGE PART-TIME PARKS AND RECREATION DIRECTOR

JOB TITLE: PARKS AND RECREATION DIRECTOR
DEPARTMENT: PARKS & RECREATION
ANNUAL PAY: $20,000
FLSA STATUS: NON-EXEMPT, PART-TIME
EEOC STATUS: PROFESSIONAL, RECREATIONAL
REPORTS TO: MAYOR
DATE DEVELOPED: JUNE 6, 2017
HR REVISION DATE: MAY 30, 2018

SUMMARY OF POSITION

This is a highly responsible professional position that includes administrative and managerial work, planning, organizing, and directing the activities of the Park and Recreation Department. The Director of Parks and Recreation plans, promotes, organizes, and administers public recreation service for the community, under the policies established by the Mayor, by performing the following duties personally or through subordinate supervisors.

SUPERVISION

Responsible for the supervision of volunteers and staff along with supervision over the facility to monitor cleanliness, safe and organized.

ESSENTIAL RESPONSIBILITIES

- Plans and manages a comprehensive Village wide recreation program including athletic leagues, instructional programs, day camps, and special events.
- Manages the Community Center and programs therein; including staffing, maintenance, and marketing.
- Trains, supervises and evaluates work performance of any part-time staff, volunteers and seasonal personnel; makes recommendations for hiring and termination; prepares schedules and assignments for recreation personnel.
- Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees are trained in safety procedures.
- Prepares and manages annual budget for recreation program functions. Approves purchases of supplies and operating inventory for recreation programs. Develops alternative funding sources for programs and improvements.
• Performs public relation duties; responds to complaints; handles all league suspensions and rule enforcement; prepares news releases, information and marketing bulletins or other publicity on recreation activities; identify and meet the recreational needs of diverse community groups.

• Coordinates facilities and programs with department staff and other agencies and organizations; serves as a technical advisor to sports clubs and recreation staff.

• Coordinates and monitors contracts and insurance agreements for recreation programs.

• Assists the department director in short and long-term planning for a comprehensive Village wide recreation program; proposed long range capital improvement and development of facilities, equipment and programs.

• Provides a backup to clerical staff for answering phones; assisting at registration counter; providing clerical support.

SUPERVISOR DUTIES

Supervises, selects, trains, directs, and evaluates department personnel, and monitors all activities and operations of the department; sets goals and objectives and establishes guidelines for performance;

Supervises acquisition, planning, design, construction, and maintenance of recreation facilities; coordinates with Public Works Department on routine maintenance and special repair projects;

Evaluates effectiveness of recreation areas, facilities, and services; Studies local conditions and develops immediate and long-term plans to meet recreational needs of all age groups;

Prepares budgets and directs expenditures of department funds and keeping of department records;

Attends regular Parks and Recreation meetings and reports recommendations and direction to the Mayor;

Advises Mayor on long-term strategic planning for all park programs;

Oversees marketing of park programs including the Village website, park brochure, and social media;

Develops and manages sponsorship program for department including but not limited to special events;
Complies with all Village Policies, Protocols, and Procedures;

Performs related duties as assigned.

**DISCLAIMER**

The Village of Sauk Village is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, military or veteran status (except dishonorable discharge), disability or any other status protected by law.

This job description describes a general category of jobs. To meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described and duties are subject to change as requirements of the job change.

The omission of a duty does not exclude it from the position if the duty is similar, related or a logical expectation for an individual to perform as part of the job responsibilities or if necessary to assist the Village to provide services to the public under changed or unusual circumstances.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor degree in recreation administration, physical education, or a closely related field and four (4) years of experience in supervising recreation programs, or any equivalent combination of education and experience.

**Special Requirements**

Valid Driver's License required.

**Necessary Knowledge, Skills and Abilities**

Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports; working knowledge of modern office and bookkeeping procedures.

Skill in operating a variety of sports and office equipment, a plus.

Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work night shifts; ability to work weekends; ability to establish and maintain effective working relationships with employees, other agencies and the
public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
TOOLS & EQUIPMENT USED

Computer skills, including word, excel and sports planning software; electronic devices; proposal, charts and grant software capabilities.

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, stand, 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 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.