

Specialty Recreation Director

Area: Parks and Recreation

Position: RN-55

Salary Schedule: \$46,000+ DOQ

Last Update: 7/21/2020

POSITION SUMMARY

Under supervision of the Executive Director, the Specialty Recreation Director is an exempt position under FLSA, responsible for coordinating, organizing, directing and scheduling of various recreational and community activities and special events for the community. This employee is responsible for marketing TRC programs and managing the TRC website, constant contact, Facebook, Instagram and text caster. This employee must possess excellent supervisory, organizational, financial, computer, verbal and written communication, and public relations skills. This employee's work schedule traditionally occurs on weekdays between 8 AM and 5 PM and during the weeknights and weekends depending on meetings and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate, create, promote, attend, plan, set-up, clean-up and supervise special events, receptions, banquets, educational activities, and other miscellaneous programs, in order to develop and direct special events for all groups, ages, and interest levels involved with the Turner Recreation Commission
2. Coordinate, create, promote, attend, plan, set-up, clean-up and supervise all specialty programs including; All Health/Wellness/Fitness programs.
3. Schedule special events/classes, determine appropriate costs per participant, schedule use of various TRC and USD 202 facilities, order required materials, and schedule transportation
4. Ensure safety of all participants and that all required forms and waivers are completed
5. Conduct surveys regarding programs to measure, meet, and exceed customer service levels and expectations
6. Assist in resolving concerns and complaints from participants, subordinate staff, or the general public
7. Network and research resources for programs including locations, instructors, and transportation, etc.
8. Conceptualize, design, produce, and manage the TRC website
9. Work with writers, graphic artists, sign-makers, and artists to oversee copy writing, design, layout, paste-up, and production of department promotional materials
10. Conceptualize, design, and produce department promotional materials for diverse audiences to include newspaper ads, flyers, posters, banners, brochures, manuals, annual reports, etc.
11. Recruit, train, motivate, instruct, and evaluate fitness center staff, hub café coordinator, building supervisors and volunteers, work with employees to correct deficiencies; select personnel and implement discipline and termination procedures; complete subordinate payroll and work schedules

12. Ability to motivate staff and to proactively establish lines of communication internally and among all levels of organization constituents, from executive to front-line levels, and a similar variety of external constituencies
13. Perform background and sexual predator checks and file paperwork accordingly on all TRC part-time and seasonal personnel
14. Obey and comply with all TRC, State, and Local ordinances and policies

MARGINAL FUNCTIONS

- Use digital camera equipment to shoot and maintain a photographic record of events for future promotional materials
- Formulate an annual report describing activities and participation levels
- Distribute and file all subordinate personnel information documents
- Review and update standard operating procedures and job descriptions for subordinate personnel
- Maintain a variety of records (e.g. reports, schedules, personnel information, waivers, equipment inventories, etc.)
- Finalize program reports for completed special events and present to the Executive Director
- Promote activities through flyers to local churches, local schools, the local library, and local businesses
- Research available grants, sponsors, fundraisers, green initiatives, etc. to reduce costs for activities
- Prepare agenda items of discussion and reports for board and staff meetings
- Ability to communicate with parents and participants about programs being changed, moved or cancelled
- Manage complimentary certificates for TRC programming
- Assist with logistics of organizing equipment needs and personnel for special events
- Verify and submit payroll reports to the Executive Director for all subordinate personnel; timecard and/or contract employees
- Take equipment and supply inventory prior to and at the completion of assigned special events
- Ability to represent institutional interests to professional affiliate organizations in a professional and compelling manner
- Operate an automobile for making trips to pick up supplies, attend meetings, etc.

POSITION REQUIREMENTS

Experience: A minimum of two years' experience in Parks and Recreation and Marketing or related field, or any equivalent combination of training and experience that provides the appropriate knowledge, abilities, and skills.

Education: Bachelor's degree with an emphasis in Parks and Recreation, Marketing, or related field is preferred. Combination of experience and qualifications can make up for Bachelor's Degree.

License/Certification: Employee must have a valid driver's license. Must maintain automobile liability insurance on vehicle used to perform job duties for TRC of at least \$100,000 single limit or such other amount as TRC policies require. CPR, First Aid, and AED certification or the ability to obtain these within 6 months upon hire is critical. Relative licenses and certifications preferred.

Technical Knowledge, Skills and Abilities: Thorough knowledge of special events, recreational and educational programming activities, materials, supplies, equipment, etc. Ability to develop, implement and manage special events. A good working knowledge of mathematics is required. Ability to operate department equipment, ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, to supervise and to interpret written instructions, reports, maps, manuals and schematics. This employee must possess excellent public relations, supervisory, and organizational skills. Employee must have the ability to concentrate and accomplish tasks despite interruptions, perform a variety of tasks simultaneously or in rapid succession, and perform job responsibilities in a timely manner in order to meet scheduled deadlines. This employee must possess physical and mental abilities to work independently, follow oral and written instructions, and possess excellent written, verbal, and non-verbal communication skills.

This employee must be able to operate a computer, calculator, copier, fax machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment. A working knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and Sportsman software is essential. Demonstrates an understanding of recreational activity best practices; and demonstrates the ability to apply this understanding to identifying and addressing the full range of issues associated with the work. Demonstrates an ability to prioritize one's own work and the work of others, negotiate deadlines, set deadlines for others; demonstrates an ability to manage multiple programs/projects and define, measure, and evaluate results.

Problem Solving: Some independent problem solving is involved. This employee encounters problems with activity scheduling conflicts, equipment malfunctions, subordinate staff concerns, and citizen complaints.

Demonstrates an ability to conduct complex research, analyze information, resolve complex work-related issues, and think analytically and conceptually.

Decision Making: Some independent decision making is involved. This employee makes decisions about scheduling and planning activities, scheduling changes, resolving citizen complaints and personnel issues, prioritizing daily assignments, and performing daily duties in the most efficient manner. This employee must have the ability to use good professional judgment, honesty, and integrity in decision making as well as make immediate pressure related and complex decisions.

Supervision: This employee is subject to supervision by the Executive Director and has some supervisory responsibilities

Financial Accountability: This employee is responsible for department equipment, has authority to purchase necessary equipment and supplies, handles receipt monies on a limited basis, and participates in a support role to the Executive Director in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel.

Core Values: This employee is expected to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach. This employee is expected to attend work regularly and be punctual, present a professional appearance and behave professionally, maintain confidentiality of records and departmental information, and foster positive working relationships and accept new responsibilities. This employee must have a strong emphasis in recreation programming skills.

Working Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential function 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 occasionally exposed to outside weather conditions and may encounter adverse weather conditions. The noise level in the work environment is usually moderate and can become loud during certain recreation activities. This employment position includes an indoor and outdoor setting with the primary duties performed in an indoor office setting working on a computer behind a desk. Occasionally, this employee may experience stressful situations dealing with irate or hostile customers.

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 reach with hands and arms, balance, stoop; kneel; crouch; and crawl. The employee is required to use dexterity of hands and fingers to finger, handle or feel. The employee must possess the ability to talk, hear, smell, maintain physical balance and physical control, coordination including eye/hand, hand/foot, and have a high level of endurance. The employee must be able to access all work sites required for the position. The employee must occasionally lift and/or move up to 50 pounds and possess average physical mobility and agility. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The ability to perform first aid and lifesaving skills and equipment to staff and patrons is required. The position requires a high level of physical, emotional, and mental energy. The employee is subject to pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the requirements of the position and subject to drug and alcohol testing.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them from their position. If the work is similar, related or assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The State of Kansas and Turner Recreation Commission are at-will employment Jurisdictions.