

# Recreation Director

**Position: Recreation Director**

**Reports to: Rec Center Board and City Council**

**Salary Classification: \$35,000 to \$45,000**

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## Position Summary

**The Recreation Director is responsible for the management of all recreation facilities in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents.**

## **ESSENTIAL FUNCTIONS AND DUTIES**

1. Ensure recreation facilities are maintained in order to ensure a safe, clean and appropriate environment for recreation activities.

### Main Activities

- Ensure that recreation facilities are operated and maintained effectively and safely
  - Maintain and develop preventative maintenance program
  - Supervise janitorial services
  - Ensure facility policy and regulations are adhered to
  - Manage contracts associated with the recreation program
  - Monitor the use of recreation equipment and facilities
2. Assist with planning and developing sport and recreation programs in order to ensure that activities and events are made available for all community members.

### Main Activities

- Assess the recreation requirements of the community
  - Ensure recreation information is available
  - Ensure a variety of sport, recreation and leisure programs are planned and implemented
  - Evaluate the effectiveness of programs and identify areas where new programs are needed
  - Research sport and recreation programs, funding sources and project requirements
3. Administer recreation programs to ensure that programs are delivered within guidelines and budgets.
    - Prepare annual budget for Rec Center and Outdoor Pool

- Oversee expenditures and revenues
  - Provide monthly and yearly reports about recreation programs and opportunities
  - Ensure that all programs and activities are implemented according to relevant policies and procedures
4. Plan and develop pool programs and use to ensure maximum benefit of the facility for residents of the community.

#### Main Activities

- Hire and supervise lifeguards and ensure lifeguards meet requirements
- Schedule hours of work
- Inspect facilities to ensure safety standards are maintained
- Take water quality samples and make adjustments to chlorine levels as required
- Establish policies, procedures and safety rules for pool personnel and general public.
- Responsible for ordering chemicals and daily maintenance of the pool/waterslide.

#### **PERIPHERAL DUTIES**

Maintains an up-to-date list of Rec Center Board members and notifies the City Council of appointments/reappointments when necessary.

Performs other duties or assumes other responsibilities as apparent or assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Work must be executed with confidentiality with minimum supervision, initiative and discretion based on knowledge of and in accordance with municipal policies, federal and state law.
- Ability to maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing.
- Ability to work efficiently under pressure, independently and in stressful situations; ability to successfully generate work that contains a high level of attention to detail.

- Ability to understand the City's political environment and sensitivities, and to function effectively within that environment.
- Ability to accurately record and maintain records and prepare and analyze comprehensive reports.
- Ability to maintain and update Rec Center website (Adobe GoLive software).
- Working knowledge of computers and Microsoft programs (including, but not limited to Word, Excel, Access, Outlook and City specific programs).

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education/Training**

Degree in Parks and Recreation or Leisure Services and/or related field.

Previous professional work in Recreation Centers and/or swimming pools preferred.

Certified Pool Operator License (must obtain within 6-months after hired).

## **TOOLS AND EQUIPMENT USED**

Phone, computer, hand tools, maintenance equipment for pools and baseball fields.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 between 50 and 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

The employee must on occasion swim in the performance of his/her duties.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

The employee may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities.

### **Job Summary**

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

All requirements are subject to possible modifications to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors.

The City of Ida Grove retains the right to change the job duties included in this job description at anytime. The list of duties is not exhaustive and various requirements are subject to possible modification as reasonable accommodation for a qualified individual.