

Town of Akron
Job Description

JOB TITLE: Parks and Recreation Director

SUMMARY: The Parks and Recreation Director manages, directs, supervises, and coordinates various recreation programs and related special events for the community. This position oversees the maintenance of parks and recreation facilities; plans, directs, and supervises the work of seasonal staff; manages the department budget; facilitates use of all Town and School District athletic resources for community sports programs; coordinates assigned activities with other outside organizations, and the general public; administers all community recreation programs.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Town Manager.
- Exercises direct supervision over seasonal staff and works in conjunction and coordination with other supervisor level positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assume management responsibility for all services and activities of the Parks and Recreation Department.
 - Assume management responsibility for the maintenance of all parks and recreation facilities.
 - Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures, and programs; assess and monitor workload; identify and implement opportunities for improvement; review with Town Manager where appropriate.
 - Respond to and resolve sensitive and difficult public inquiries and complaints.
 - Help develop Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
 - Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
 - Work closely with the school district regarding joint-use and capital improvements of joint-use facilities.
 - Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
 - Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including producing flyers, brochures, news releases, etc.
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- Prepare and maintain records and evaluation reports on new and on-going program offerings.
- Perform related duties as assigned.

Recreation Responsibilities include:

- Coordinates, plans and carries out all recreational programs and summer activities including leagues, day camps, field trips. Works in concert with administration to ensure that recreation is well balanced, coordinated, and integrated with special services.
- Introduces new program activities, equipment, and materials.
- Interprets recreation service to the public and participates in community meetings and organizational planning.
- Schedules, organizes, and coaches a variety of recreation leagues or programs for youth and adults as desired by the public and as fits within the budget.
- Coordinates and schedules various tournament activities for youth and adults as interest and need dictates.
- Coordinates exchange in use of facilities with the school.
- Collects users' fees, registration fees, sponsorships for all recreation programs, this includes online and social media promotion and communications maintenance.
- Purchases supplies, uniforms, equipment, and other items required to continue desired activities, as allowed within the budget.
- Responsibilities include oversight management of the Swimming Pool and Golf Course maintenance and programing activities, with support from the Town Manager.

Facilities and Parks Responsibilities include:

- Provides input and direction for the development and improvement of all town park and recreation facilities.
- Coordinates and may help with parks maintenance when needed including the softball complex.
- Maintains recreation facilities, and makes minor repairs where capable.

Other General Duties:

- Participates on the safety committee, as a member, to review the safety policy and procedures, and to assure all recreation department personnel follow established procedures.
- Coordinates volunteers to assist with parks facilities and recreation programs.
- Other developmental programing opportunities include music, dance, other sports, arts and crafts, cultural arts, nature study, social recreation and games, or camping, etc, as needed by the general public.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises seasonal employees and volunteers associated with the recreation programs in the Parks and Recreation Department, including the Golf Course and Swimming Pool.
- 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; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience in recreational programming, social and cultural programs and services.
- Experience in developing, planning, implementing, and facilitating sports programs.
- One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is desired.
- Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field degree is preferred.

QUALIFICATIONS

Knowledge of:

- Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- Regulations, and guidelines affecting recreation programs and activities.
- Principles of supervision, training, and coaching.
- Good computer skills including the ability to use the MS Office (Word, Excel, Outlook), various social media platforms and website navigation.

Ability to:

- Manage, direct and coordinate the work of subordinate staff.
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- Select, supervise, train and evaluate staff.
- Provide administrative support and professional leadership and direction of the Parks and Recreation Department.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Interpret and apply Federal, State, County, and Town laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with staff, volunteers, Town Council, community organizations, individual citizens, other governmental agencies, contractors, and vendors.
- Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
- Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- Develop, analyze, interpret, and explain Department policies and procedures.
- Participate in long-range and strategic planning.
- Work effectively under pressure and deadlines with consistent interruptions.
- Communicate clearly, concisely, and effectively, both orally and in writing.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to schedule and organize tournaments and leagues.
- Ability to write reports, news articles, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of employees, Board of Trustees, and the general public.
- Ability to organize and verbally direct large groups of adults and minors.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to solve practical problems.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram, or
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schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess or be able to obtain a valid Colorado Driver's License and an acceptable driving record.
- Must possess or be able to obtain a CPR and First Aid Certification.
- This is a "safety-sensitive" position. The employee is subject to the drug and alcohol testing procedures outlined in the Town of Akron's Substance Abuse and Testing Policy.

*Compensation will be commensurate with experience.