



Recreation Director

Recreation

REC/1

JOB SUMMARY

This position is responsible for directing the operations and programs of the Recreation Department.

MAJOR DUTIES

- Administers all department programs and events, including baseball, softball, basketball, soccer, cheerleading, and football programs.
- Provides information regarding recreation activities, facilities and programs to the Metter-Candler Recreation Advisory Board and the Board of Commissioners
- Attends all meetings of the Metter-Candler Recreation Advisory Board
- Coordinates program registration.
- Prepares annual budget recommendations and manages approved funds.
- Trains, assigns, directs, schedules, supervises, evaluates and disciplines personnel, including officials and concession workers.
- Coordinates outreach with the public, schools, and community groups
- Coordinates events and facilitates all sanctioned recreation department activities
- Coordinates facility rentals.
- Plans and conducts staff meetings; coaches and directs volunteers.
- Participates in the maintenance of sports fields; mows grass; chawks fields; applies fertilizer, herbicide, and pesticide.
- Maintains inventory of uniforms and equipment; makes purchases as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public and recreation administration.
- Knowledge of theories and techniques of delivery of recreation services to a variety of populations.
- Knowledge of all relevant laws, county policies and procedures, and departmental and safety guidelines.
- Knowledge of budgetary processes and procedures.
- Knowledge of sports facility maintenance principles.
- Skill in the training and supervision of personnel.
- Skill in the development and implementation of long- and short-range plans.
- Skill in the use of computers and job-related software programs.
- Skill in operating grounds maintenance equipment and hand and power tools.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include sports association guidelines and county and department policies and procedures. These

guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of functions to be managed and performed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Recreation Department. Successful performance contributes to the effective delivery of recreation services to county residents.

CONTACTS

- Contacts are typically with co-workers, county staff, elected and appointed officials, vendors, members of the news media, coaches, officials, volunteers, parents, participants, school representatives, and the general public.
- Contacts are typically to give or exchange information, resolve problems, negotiate and settle matters, and direct and motivate others.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades color.
- The work is typically performed in an office and outdoors, sometimes in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Recreation Maintenance Worker (1), and Recreation Maintenance Worker (1).

MINIMUM QUALIFICATIONS

- Associates degree or technical certification in a course of study related to the occupational field required.
- More than two (2) years of related experience
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a course of study related to the occupational field
- More than five (5) years of related experience.