

## City & Borough of Wrangell

## Position Description

Position: Parks and Recreation Director	Position Number:
Department/Site: Parks and Recreation/Community Center	FLSA: Exempt
Evaluated by: Borough Manager	Salary Grade: 24

### **Summary**

Plans, organizes, manages, coordinates, and participates in providing program of recreation, sports, and leisure activities for the community. Manages and evaluates programs, facilities, and staff who provide a wide variety of services and classes.

### **Distinguishing Career Features**

The Parks and Recreation Programs Director is a supervisory management position that integrates recreation services such as but not limited to a city swimming facility, sports programs, interest-based recreation programs, and classes. The Director oversees the work of a team of seasonal help and independent contractors who deliver specific classes and programs. Advancement to Director requires compliance with the qualifications of the position and the ability to establish goals for the section based on community needs assessment, review of the accomplishments of teams and performance of individuals.

### **Essential Duties and Responsibilities**

- Plans, and participates in the development of the park and recreation master plans that include services and capital enhancements.
- Plans, manages, and evaluates the work of assigned staff. Develops, implements, and monitors work plans to achieve recreation service goals and performance measures. Establishes performance requirements.
- Participates in developing budgets, specifically those for recreation. Administers and oversees service delivery according to approved budgets.
- Plans, organizes, integrates, oversees and participates in developing recreation, sports, and leisure programs.
- Facilitates, oversees, implements, and evaluates results of recreation needs assessments. Identifies, develops, recommends and implements curriculum and activities to meet those needs. Researches new and innovative programs and trends and adapts and introduces programs to meet community needs.
- Determines program facility, equipment and supply needs, optimizing the use of available space and resources. Oversees and monitors the purchase, distribution, care, use and maintenance of equipment and supplies. Maintains current supply and equipment inventories.
- Develops, communicates, and implements program schedules. Evaluates preliminary program schedules for registration and cost breakeven. Develops, oversees, and monitors registration and fee collection processes.
- Participates with various non-profit organizations, school officials, community groups and others in offering programs and services.
- Receives, investigates and resolves participant, volunteer, staff, citizen, community group, or community partner inquiries, concerns, complaints, and problems.
- Plans, designs, schedules, and implements events, classes, activities, shows, and tours for a diverse population of community members. Coordinates special programs such as, but not limited to, speakers, presenters, and exhibits.

- Researches, identifies and develops marketing and publicity plans and strategies for the City's recreation services. Oversees development and distribution of and writes and edits media releases, pamphlets, flyers, newsletters and other publicity materials for site activities, events and programs.
- Works with instructors, event leaders, presenters, volunteers or personally implements programs. Assures that adequate supplies, props, fixtures, and other materials are available to support programs.
- Maintains and updates financial, statistical, and program-specific data, reports, and records. Develops and maintains computer-aided databases of program information, including demographic information of participants and the community in general.
- Coordinates use and scheduling of facilities and fields with schools, community organizations, and sports groups.
- Maintains accurate attendance records. Collects and accounts for fees from classes and events. Prepares reports and other administrative communications.
- Assures safe and efficient operation of facilities such as swimming pools and community use centers. Identifies, directs, and resolves facility management/maintenance issues.
- Prepares complete, accurate and concise written reports and correspondence.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

- The position requires specialized professional knowledge of the theories, principles, practices, techniques, and procedures governing recreation program origination, selection, design, and delivery.
- Requires knowledge of the trends in the field of recreation, sport, and leisure activity programs.
- Requires advanced knowledge of research design and data collection methods for identifying program demand and trends.
- Requires in-depth knowledge of the rules associated with team play in a variety of sports.
- Requires working knowledge of the procedures used in establishing optimal facility use schedules.
- Requires working knowledge of human development concepts.
- Requires knowledge of safety requirements applicable to leading individuals in recreational activity.
- Requires knowledge of personal computers sufficient to access and use common office productivity software.
- Requires sufficient math skill to prepare cost summaries and statistics.
- Requires well-developed language skills to write course descriptions and promotional materials.
- Requires well-developed human relations skills to convey concepts and conduct training, and use courtesy when dealing with others.

### **▪ Abilities**

- Requires the ability to plan, organize, manage and integrate the activities of a large recreation program to meet City and Borough business and public service objectives.
- Requires the ability to plan, implement, and evaluate recreation programs and make sound recommendations for improvement. Organizes work, sets priorities and exercises sound independent judgment within areas of responsibility.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations.

- Requires the ability to negotiate effectively on behalf of the City.
- Requires the ability to conduct program needs assessment to identify potential recreation programs.
- Requires the ability to develop and apply the rules, regulations, policies and procedures used by the department in connection with recreational activity.
- Requires the ability to facilitate activities with small groups in a variety of programs.
- Requires the ability to coordinate and participate and partner with other community organizations to design and implement programs.
- Requires the ability to work cooperatively with senior citizens.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in a classroom, sports court, park trail or similar environment engaged in work of primarily a moderately active nature. Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time lift and move medium weight materials up to 50 pounds, and move to various work locations. Requires sufficient arm, hand, finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and customers in one-on-one and small group settings. Requires visual acuity to read printed materials and labels and to observe customers who are performing physical activity.

▪ **Education and Experience**

The position typically requires a bachelor's degree in physical education, human services, recreation, or a related field and three years of progressively responsible experience in recreation programming and leadership.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*