

POSITION DESCRIPTION



CLASSIFICATION TITLE: *Part-time Recreation Director*

INCUMBENT: N/A

REPORTS TO: City Administrator

FLSA STATUS: Exempt

DEPARTMENT: Recreation

CIVIL SERVICE STATUS: Unclassified

PAY STATUS/REF: Hourly

EMPLOYMENT STATUS: PT/Seasonal

JOB RESPONSIBILITIES

Under the general direction of the City Administrator, or designee, this position will develop and coordinate City athletic, recreation and event programming.

The **Part Time Recreation Director** is responsible for working with the City Recreation Board, appropriate City Department Heads and City Administration to manage, direct and develop the City's Recreational Facilities and Recreation Programs in addition to City affiliated "Special Events" to deliver quality service and programs to the community.

The responsibilities of this position include but are not limited to: (All responsibilities are in accordance with Northwood City Policies and Procedures.)

- Responsible for the daily oversight of City sponsored athletic, recreation, and event programming.
- Responsible for the communication of City sponsored athletic, recreation, and event programming to the Northwood Community.
- Responsible for the communication of City sponsored athletic, recreation, and event programming to the various City Departments.
- Responsible for the coordination of City sponsored athletic, recreation, and event programming between the various City Departments.

POSITION DESCRIPTION

- Responsible for fielding general questions concerning City sponsored athletic, recreation, and event programming.
- Responsible for promoting and publicizing recreational programs and events.
- Must be able to work 20+ hours each week. Weekday and weekend hours are required. Position will include both office and on-site work environments.
- Required to be on feet for extended periods of time.
- Must have a valid State of Ohio Driver's License (or ability to obtain one within 30 days).
- Performs other duties as required.

ILLUSTRATIVE DUTIES AND FUNCTIONS OF THE CLASSIFICATION

- Manages comprehensive recreation program; administers related business functions; ensures proper departmental operations; develops programs and related policies; coordinates use of facilities; oversees registration procedure; prepares annual budget recommendation and other departmental reports.
- Promotes and publicizes recreational programs and events; responds to public inquiries, concerns, and complaints.
- Inspects buildings and playgrounds and reports needed maintenance and/or repairs; orders supplies and maintains a supply inventory.

EQUIPMENT OPERATED

Calculator, copier, automobile, miscellaneous office equipment, miscellaneous recreational and athletic equipment.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education with training or experience in recreation, or related field which evidences advanced knowledge of recreation administration.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Possession of standard Ohio vehicle operator's license.

This position description in no matter states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties by the position's supervisor, appointing authority, or designee.