

JOB TITLE: ASSISTANT RECREATION DIRECTOR (Salaried: Exempt)

ACCOUNTABILITY: Under the direction of the Public Properties Director.

JOB SUMMARY: Responsible for planning, promoting, organizing, budgeting, and administering public recreation and leisure services programs, with emphasis on sports related programs for the entire community; assists Public Properties Director and oversees Pool Manager with Dowding Pool operation and personnel matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Participates in registration of programs; assists with: dividing athletic teams, scheduling practices and games, and supervising youth and adult recreation programs; field preparation and maintenance; recruiting, selecting and training program coaches; calls rainouts and reschedules games; registers, trains and schedules umpires and officials; oversees daily pool operations including: working with the Pool Manager on registration of participants, interviewing and recommending hiring of pool staff, opening/closing procedures at pool, training and supervision of staff and routine basic pool maintenance; maintains Recreation records/files; regular and reliable attendance; other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists with: the purchase and inventory of recreation and pool equipment; inspecting areas, facilities, equipment and program activities to determine safety, adequacy and need for maintenance/improvement; maintaining grounds and recreation buildings; supervising summer athletic field maintenance personnel; works with the volunteer Baseball and Softball Associations and Chamber of Commerce in fund raising events; arranges the use of local facilities with schools, organizations and Concordia University; keeps up-to-date and informed in all local, state and federal codes and regulations relating to the pool.

SKILLS/ABILITIES: Good oral and written communication skills to effectively communicate on a daily basis with the public, and other City Departments; good organization skills to administer city recreation programs; supervises work of others; works in adverse weather conditions; lifts 50 lbs.; lifts and empties trash containers; carries, pushes and pulls a variety of tools, equipment and materials; stands, walks, climbs, balances, stoops, kneels, reaches, bends, and works in a crouched position for extended periods of time; available to work evenings/weekends; mows and trims turf areas, operates a 10 lb. weed trimmer for extended periods of time.

MINIMUM REQUIREMENTS: Graduation from high school or equivalent and one year experience working in the Recreation field; one year of experience with various computer programs and functions; or any equivalent combination of experience or training; possession of a valid driver's license; Pool Operators and/or Certified Pool Operators (CPO) license, CPR/AED Professional Rescuer

Update 10/2019