



**Job Title:** Recreation Director  
**Department:** Wellness  
**FLSA Status:** Exempt, Salaried, Full Time  
**Revised Date:** 2/4/25 (Council Approval)

### **Accountability**

Under the direction of the Wellness Center Executive Director.

### **Job Summary**

Responsible for the planning, promotion, organization, and administration of public recreation, social, and leisure activities programs; serving as the supervisor of Dowding Pool; and Assistant Director of the Wellness Center.

### **Essential Job Functions**

Supervises, promotes, implements, and evaluates various recreational programs for children and adults, including but not limited to: registration of participants; dividing of teams; scheduling of practices and games; field/court preparation; recruiting, selecting, and training of program coaches; calling rainouts and rescheduling games; registering, training, and scheduling of umpires and officials; and serving as City representative for Blue River League Board. Assists Executive Director in developing, promoting, organizing, and executing local tournaments and annual events. Arranges the use of local facilities with community sports organizations, non-profit organizations, local schools, Concordia University, and other entities not affiliated with the City of Seward and collaborates with Public Properties Director in preparation of facilities. Assists with the day-to-day operation of the Wellness Center and collaborates in the achievement of facility goals, including duties of the Executive Director in their absence. Oversees Dowding Pool operations including but not limited to: working with the part-time Pool Manager in administration of pool passes, and registration of participants in programming; interviewing, hiring, and supervision of pool staff; opening/closing procedures; confirming training of lifeguards; routine basic pool maintenance; and maintaining the budget. Maintains Recreation records/files and active inventory of equipment. Identifies long-term planning of budgetary needs for equipment and/or programming in collaboration with the Executive Director. Assists with inspecting areas, facilities, equipment, and program activities to ensure compliance to federal, state, and local guidelines as well as safety, adequacy, and inclusion of all community members.

### **Additional Duties and Responsibilities**

May attend City Council, Park & Recreation Board, and other meetings as requested; at the request of the City Administrator or Executive Director, may prepare reports on operations, usage, and projected revenues/expenses; may assist Executive Director and Associations in fund raising efforts; may assist Child Care Director with programming needs; and may assist Facilities Director with set-up/tear-down as needed and support any afterhours building needs and activities as required (infrequently);

### **Knowledge, Abilities and Skills**

Knowledge of the operation, management, administration, and promotion of all wellness center programming and services; modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for all ages; pool operations and best practices. Skill in assessing and monitoring community needs and trends including the ability to adapt programming. Good oral and written communication skills to effectively communicate on a daily basis with the public, committee members, community leaders, and other City Departments; high degree of organization skills to effectively administer recreation programs and Wellness Center objectives; strong supervisory skills required, with the ability including but not limited to: planning, coordinating, assigning, delegating, supervising, managing, and evaluating the work of subordinate personnel; ability to establish and maintain effective working relationships with City officials, employees, volunteers, community leaders, and the general public; ability to work collaboratively and successfully with Concordia University, local schools, local organizations, and local associations in scheduling and accommodating their programming; aptitude to learn and interpret rules, regulations, laws and ordinances affecting recreation programs and activities. Ability to: work evenings and/or weekends depending on programming and scheduled events; attend meetings and/or conferences in- or out-of-town; sit and/or stand for long periods of time; lift up to 50 lbs; experience occasional exposure to wet/humid conditions and pool chemicals.

### **Education and Experience**

Graduation from high school or equivalent. Associate's degree with major course work related to either Health & Wellness, Exercise Science, Sports Management, or related field plus one (1) year of comparable experience working in the recreation field OR at least three (3) years in recreation or related field is desirable; experience with pool

operations, fundraising, budgeting, and familiarity with before/after school programs is preferred; at least two (2) years of experience with various computer programs and functions; OR any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

### **Special Requirements**

Possession of a valid driver's license. Possession of or Issuance of Pool Operators and/or Certified Pool Operators (CPO) license by the State of Nebraska; and CPR, AED, Bloodborne pathogens, and First Aid certifications within the first six (6) months from hire date.

***Note:*** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*