

## **Position:** Park and Recreation Director

### **Definition:**

This position is responsible for the coordinating, planning, leadership, and control of the Tea Park and Recreation services. Make sure to provide safe, sustainable, and attractive activities for the community and most importantly, our youth. In this position, you work collaboratively with all other City departments.

### **Duties and Responsibilities:**

- Assume management responsibility for all services and activities for all the Parks and Recreation Department
- Prepare registrations in Sportsengine for all provided Park and Recreation programs/activities
- Prepare rosters/divisions and create them in Sportsengine
- Work directly with the Park and Recreation Board of Directors in all areas – including monthly meetings with members for planning; develop and implement Department policies, procedures, and registrations fees; evaluate programs and revise as needed
- Prepare monthly meeting Agenda and Minutes
- Communicate with all parents, coaches, players, etc. by phone, email, and Sportsengine
- Promote and publicize recreation programs and activities; prepare and coordinate the development of programs and events
- Manage the Park and Recreation Facebook page by creating posts, sharing information, and general communication
- Prepare and complete shirt orders for teams once finalized
- Inventory equipment, jerseys, and misc. items
- Maintain City Park reservations and scheduling for weddings, large events and small events
- Perform related duties as assigned

### **Ability to:**

- Establish and maintain effective working relationships with all City Employees, Volunteers, City Council, and individual Citizens
- Work with Board of Directors to plan, develop, direct, and evaluate recreation programs and services for the community
- Assess and monitor community and youth needs
- Work effectively under pressure and deadlines with consistent interruptions
- Communicate clearly, concisely, and effectively, both orally and in writing
- Identify and implement opportunities for improvement and review with Board of Directors, City Administrator and City Council as needed