



# Job Description

<b>Job Title:</b> Summer Recreation Director	<b>Department:</b> Recreation Department	
<b>Reports to:</b> City Administrator	<b>Supervises:</b> Summer Recreation Staff	<b>FLSA STATUS:</b> Seasonal Exempt
<b>Bargaining Unit:</b> N/A		

## DESCRIPTION OF WORK

Under the direct supervision of the City Administrator, the Summer Recreation Director is responsible for the management and leadership of the Recreation Department, Aquatic Center, and athletic fields, along with part-time and seasonal staff.

## DUTIES AND RESPONSIBILITIES

- Manage and provide leadership for all facilities and Recreation Department staff members.
- Design and implement recreational programs.
- Work with City Hall staff to set budgets.
- Establish rules and regulations for recreation programs and facilities.
- Interview, hire, train, and schedule seasonal employees.
- Provide overall direction, coordination, and evaluation of employees.
- Provide discipline and feedback to staff.
- Ability to multi-task and have good organizational skills.
- Work cooperatively with youth, adult, and other organizations in the community.
- Carry out supervisory responsibilities following the City of La Crescent policies and procedures.
- Ability to work a varied schedule to include evenings and weekends.
- Distribute program information to the community.
- Work collaboratively with City Hall staff.
- Knowledge and ability to perform minor maintenance to facilities.
- Oversee daily operation of recreational programs and Aquatic Center.
- Attend Park and Recreation Commission meetings.
- Perform all purchases for Recreation Department and facilities, including Aquatic Center
- Attend trainings as necessary.
- Work with community in a public relations role.
- Perform payroll duties for staff.
- Work with yearly budgets.

- Attend City Council meetings when necessary.
- Communicate with Public Works or City Administrator.
- Responsible for all record keeping and updates in relation to programs and Aquatic Center.
- Addressing complaints and resolve problems.
- Liaison to Park and Recreation Commission.
- Perform other duties and tasks as deemed necessary and/or assigned.

## **QUALIFICATIONS**

- Strong leadership and management skills with demonstrated knowledge of the recreation and Aquatic Center needs.
- Experience in management, leadership, and supervision of staff.
- Customer service skills.

## **CERTIFICATIONS** Currently certified or willing to obtain certification in:

- Certified Pool Operator
- CPR
- Bloodborne Pathogens
- First-Aid