



## POSITION DESCRIPTION

**Class Title:** Recreation Director  
**Department:** Recreation  
**Location:** 161 Building  
**FLSA Status:** Exempt  
**Updated:** May 2024 July 2026

### GENERAL PURPOSE

Manages, plans and implements activities and programs which serve the social, educational, wellness and service needs of citizens in Columbus. The Director promotes and maintains working relationships with local agencies in order to render assistance to and promote for citizens. This position plans, assigns, supervises, reviews, and evaluates work for the Recreation Department employees and supervisors and the Community Center. The Director assists with operations of the Columbus Area Aquatic Center.

### SUPERVISION RECEIVED

Works under supervision of the City Administrator.

### SUPERVISION EXERCISED

~~Directly supervises Community Center Manager, Recreation and Aquatic Assistant, Recreation Department employees and assists with the supervision of the Aquatic Center employees.~~

Directly supervises Community Center and Recreation Employees and assists in Aquatic Center Employee Supervision.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **Recreation:**

Manages the Recreation Department offering multiple programs and services for citizens during weekdays, evenings, and weekends, and provides facilities available for community activities.

Develops a recommended budget for the Recreation Department and administers the budget after approval, including monitoring and approving expenditures.

Maintains accurate records and files and prepares monthly and special reports.

Plans, assigns, train, supervise, and review the works of staff and volunteers.

Creates and implements large City events.

The Recreation Director administers office and program purchases for the Recreation Department.

Administers Recreation Department newsletter, fliers, and brochures to market and promote the department. Provides updates for recreation on the website and social media websites.

Maintains all associated Recreation online software.

Coordinates, facilitates, and encourages participation in recreation programs and events.

The Recreation director works with Columbus schools, Prairie Ridge Hospital, Columbus Public Library, and other organizations and businesses in Columbus to promote recreation and community events.

The Recreation Director implements fundraising efforts to sponsor community events.

Compiles equipment inventory and replaces equipment as needed.

Advertise programming and special events for the department.

Works closely with the Columbus Area Youth Soccer Organization, Columbus Softball Association, and Columbus Baseball Organization and maintains yearly contracts with organizations and collects field use fees.

Works closely with Public Works in regards to park and facility maintenance and on all department rental facilities.

Attends monthly Recreation Advisory Committee meetings, department head meetings, and other meetings as requested and appropriate to the position.

The Recreation Director represents the department and the City of Columbus in contacts with a variety of public and private groups and individuals.

Attends educational offerings, such as conferences and workshops and maintains all certifications.

Maintains school gym calendars and park facility calendars.

Assists the updating and maintenance of the Park Open Space Plan.

**Aquatic:**

The Recreation Director will collect applications and assist the Recreation and Aquatic Assistant in the interview process and selection of employees, submit offer letters, payroll authorizations and payroll termination forms.

Advertise and implement programming and special events for the CAAC.

Responsible for day to day operations of the pool. Entering bills for payment, payroll and coordinate with any contractors needed for any maintenance repairs. Maintain records and certifications for the state, warranty on equipment, etc.

Schedule contractors to assist in opening and winterization of the pool.

Develops a recommended budget for the Recreation Department, working with the Recreation and Aquatic Assistant, and administers the budget after approval including monitoring and approving expenditures.

The Recreation Director coordinates city-wide pricing structures to include the Aquatic Center.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of computers and Microsoft programs.

Maintain ability to travel throughout the City for meetings and trainings.

Excellent communication skills.

Maintain prompt, predictable, and regular physical attendance.

### **QUALIFICATIONS**

High School diploma or equivalent.

Minimum of two (2) years of Recreation Management experience.

Preferred: Associates or Bachelor's degree in Recreation Management, Public Administration, or related course work.

Preferred: Experience working for a government organization.

A combination of education and Recreation Management experience will be considered.

### **SPECIAL REQUIREMENTS**

Ability to obtain an Aquatic Facility Operator or Certified Pool Operator certificate.

### **TOOLS AND EQUIPMENT USED**

Phone system; personal computer including word processing and spreadsheet software; copy machine; postage machine; fax machine; calculator.

### **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents and acute hearing is required when providing phone and personal service. The nature of the work may require incumbent to work outdoors, lift equipment and materials weighing up to 40 pounds, and work occasional evenings, weekends, and holidays.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Employee shall be willing to work flexible hours, based on department needs. The position requires that the employee attend seminars, workshops and other in-service training or programs, necessary to maintain the level of skills and abilities required for this position. While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate.

Work environment does include indoor and outdoor settings. During the summer months, outdoor exposure includes sun, wind, and high temperatures. The Recreation Director may become exposed to chemicals and water during chemical testing.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Columbus is an Equal Opportunity Employer (EOE)

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description for my employment position with the City of Columbus and I certify that I can perform these functions.

\_\_\_\_\_  
Employee Name – Please Print

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date