



# TOWN OF EATONVILLE

*"THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA"*

## COMMUNITY AND YOUTH SERVICES DIRECTOR

**DEPT: RECREATION**

### POSITION SUMMARY

Performs administrative and supervisory work in the area of recreation and leisure services. Employees assigned to this position are responsible for the supervision of subordinates engaged in carrying out a wide range of recreation and community programs. Employee has considerable independence in implementing and scheduling the routine daily program activities. Duties are performed in accordance with established policies and procedures. General supervision is received from the Chief Administrative Officer or their designee. May be required to work flexible schedules. Primary duties include planning scheduling, and supervising various recreation and community programs, special events monitoring collection of revenues, preparing required reports, and assisting with budget development and administration. Work is reviewed through meetings, reports submitted, observation, and evaluation of results obtained.

### ESSENTIAL FUNCTIONS

- Develops, organizes and promotes recreation programs for the community. Supervises operation and maintenance of the community pool, playgrounds and related facilities, performs frequent inspections to monitor program activities, and maintenance requirements.
- Coordinates assigned events within the Denton Johnson Community Center to include event outlines, equipment coordination, monitoring events in progress, customer service and relations, and contractual matters.
- Collects and manages information for the purpose of producing an event.
- Produces an event document, including schedules, department instructions and diagrams, utilizing industry specific software.
- Conducts surveys to assess community recreational needs and formulate plans for program changes/expansions. Compiles information and prepares reports recommending new/additional activities.
- Develops and/or edits public service announcements for newspapers, radio and television stations, designs slide presentations, brochures and flyers, makes presentations to civic groups, church groups and businesses to solicit donations or co-sponsorships.
- Organizes, coordinates and promotes major special events, such as Founder's Day, Martin Luther King, youth and senior programs, etc.
- Reviews lessee's contract to ensure dates, times, facilities and equipment provided are correct and contractual provisions have been fulfilled.

- Monitors collections of revenues from membership dues and related fees; reviews financial reports for completeness and accuracy.
- Assists in development of annual program budget by projecting operational requirements, and recommending program goals; monitors expenditures records and requisitions replacements.
- Consults with and advises staff regarding the efficiency and effectiveness of programs; evaluates subordinates, performs and recommends personnel actions.
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- Investigates and responds to citizen inquires and/or complaints.
- May demonstrate, conduct or participate in recreational activities.
- Performs other duties as needed to facilitate the accomplishments of program goals.

(NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

## **REQUIRED SKILLS AND ABILITIES**

- Thorough knowledge of programming requirements for various athletic/recreational events.
- Thorough knowledge of rules governing all sports and their safety procedures.
- Knowledge of techniques used to conduct community surveys, develop and promote recreation functions.
- Knowledge of regulations governing administration of federal grants.
- Effective written and verbal communication skills.
- Ability to make public presentations to various groups.
- Ability to establish and maintain effective relationships with the general public, and representatives of local business and social organizations.
- Ability to develop and administer annual operating budgets of several thousand dollars.
- Ability to conduct research, access community needs, and develop appropriate programs.
- Ability to plan, promote, coordinate, and supervise varied recreational/athletic events.
- Ability to interpret and enforce rules governing various games.
- Ability to operate passenger bus and van.
- Ability to communicate effectively orally, (in person, and over the phone) and in writing.
- Ability to use a personal computer.
- Ability to work evenings, weekends, and holidays.

## **PHYSICAL REQUIREMENTS**

Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles.

## **MINIMUM REQUIREMENTS**

Bachelor Degree in Recreation Leisure Services or related field; three (3) years of experience developing and/or implementing creation/athletic and/or social programs including one (1) year supervisory experience; or an equivalent combination of education, training, and experience.