

# City of Madison

## Job Description



**Title: Assistant Director of Parks & Recreation and Aquatics**

**Department: Parks & Recreation**

**FLSA Status: Full-Time Exempt**

**Pay Grade: 111**

**New Position  Position Change  Effective Date 1/12/2026**

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### **General Position Summary:**

Responsible for coordinating, managing, and supervising all Parks & Recreation sports programs, leisure activities, and special events for the community, as well as maintaining the neatness of Parks & Recreation areas operated by the City of Madison. Assesses community interests, develops new programs, monitors, and evaluates program success.

### **Essential Functions/Major Responsibilities:**

- Plans summer camps including tasks such as staffing, ordering supplies, work schedules, daily schedules for campers, emailing parents of upcoming activities, payments, etc.
- Plans camps and clinics, which includes meetings with instructors on times, locations and dates, working percentage of revenue on registration fees, equipment needs, staffing needs, etc.
- Schedules and allocates fields, courts, and facilities for youth and adult leagues, programs, and Parks & Recreation activities, club & travel teams, and tournaments.
- Manages and supervises all sports programs, special events, camps, and aquatic activities administered by the Parks & Recreation Department.
- Coordinates gymnasium programming, including basketball, volleyball, pickleball, homeschool physical education, and related classes and activities.
- Administers City-sponsored adult and youth programs, including registrations, drafts, practice and game schedules, tournaments, coaching requirements, and data management.
- Coordinates the Summer Day Camp program, ensuring compliance with state regulations; maintaining records; supervising staff and daily operations; and developing curricula, activities, and handbooks for parents and campers.
- Plans, promotes, organizes, and implements Parks & Recreation programs, special events, and registration activities.
- Assists the Director and Deputy Director with the hiring, supervision, scheduling, and management of program staff, including coordinators, aides, counselors, and scorekeepers.
- Manages staff scheduling and work assignments for all assigned programs and activities.
- Maintains accurate program records and prepares required reports.
- Implements and monitors safety procedures, including routine inspections of fields, courts, and facilities.

- Develops and maintains public relations efforts and partnerships with community agencies, working closely with the Deputy Director to ensure consistent messaging.
- Communicates program updates through social media, the department website, and messaging systems, including schedules, registrations, and field closures for all programs, including aquatics.
- Prepares annual budget analyses and forecasts for Parks & Recreation programs.
- Processes purchasing, invoicing, payroll, and related transactions using the City's financial systems.
- Coordinates with volunteer and temporary staffing agencies to ensure compliance with City and departmental policies.
- Organizes and attends program-related meetings, including monthly sports program meetings.
- Reports facility damage, safety issues, or disturbances to the Parks & Recreation Director.
- Provides on-site supervision of programs and activities at City facilities as needed.
- Coordinates with Madison City School Usage Agreements.
- Conducts background checks and certifications for coaches.
- Coordinates transportation needs for SDC and Special Events.
- Promotes app usage and postings.

**Secondary Functions:**

- Assists in sports registrations, swimming lesson registrations, and scheduling of games and practices.
- Coordinates purchase of athletic equipment, as well as camp supplies including snacks, arts and crafts supplies, first aid supplies, games, sporting equipment, and other necessities as needed.
- Manages neatness and appearance of gymnasiums. Assists in repairing any minor maintenance problems, such as repairing or replacing bases, raking fields, picking up trash, emptying trashcans, and any other minor duties. Reports any major maintenance problems to the Deputy Director and/or Parks & Recreation Director.
- Attends City Council meetings when necessary.
- Performs other related duties as required.

**Job Scope:**

- Performs duties with little direction given, operating from established schedule and instructions.
- Decisions are made within general policy constraints but also require independent decision making.
- Responsible for budget preparation for all sports programs and compliance accountability for operating budget of programs.

**Supervisory Responsibility:**

Provides direct supervision of Aquatics Staff, Programs, and all regular and seasonal personnel reporting to the Department staff assigned to programs and activities under the purview of the Assistant Director.

**Interpersonal Contacts:**

- Interacts with team of workers, including professional and administrative staff.

- Must be able to work with the public, parents, and guardians due to frequent contact with children.
- Interacts with Parks & Recreation professionals from various cities throughout the State of Alabama, as well as individuals within the city school systems and sports program volunteer agencies.
- Must be able to follow instructions from supervisor.

**Knowledge, Skills, and Abilities:**

- Knowledge of personnel policies and practices.
- Knowledge of standard bookkeeping practices, accounting principles, and public-sector or organizational budgeting processes.
- Skill in preparing, monitoring, and reconciling budgets; maintaining accurate financial records; processing accounts payable and receivable; and tracking expenditures to ensure fiscal accuracy and compliance.
- Skill in writing instructions, letters, memos, schedules, and various other documents.
- Skill in dealing with people under stressful conditions.
- Skill in math to complete quotes, prepare invoices, develop schedules, order supplies and equipment and budget preparation.
- Skill at managing scheduling and leave issues.
- Skill at hiring, training, appraising, coaching, counseling, and disciplining personnel.
- Skill at gathering and evaluating input for decision-making.
- Skill at managing relationships between subordinates and other personnel in other departments.
- Skill at project management, planning, organization, and prioritization.
- Ability to utilize Microsoft Office Suite and learn Department specific software.
- Ability to safely operate vans and other vehicles, whether automatic or standard transmission, to transport patrons to various locations.
- Ability to communicate information and needs to public officials, general public, professional contacts, other workers, employees, and supervisors.
- Ability to analyze financial data, identify discrepancies, ensure cost-effective use of funds, and prepare financial reports to support informed management decisions.
- Ability to manage scheduling and leave issues at workgroup level.

**Education and/or Experience:**

- Bachelor's Degree in Parks and Recreation management or a related field preferred, or an equivalent combination of training, education, and experience.
- Minimum of five (5) years of supervisory experience in Parks & Recreation field with emphasis on sports, leisure services, and special event programming preferred.
- Experience working with general public and children preferred.

**Job Conditions:**

- Strong background record required, due to accessibility to city property and interaction with public and children.

- Must maintain a strong driving record for city-insurance purposes, and record may be periodically checked by the City.
- Frequent interruption and some evening meetings.
- Working outside in varying weather conditions.
- May require work in an environment where there are temperature fluctuations, noise, poor ventilation, dirt, dust, etc.
- Must be able to work varying hours, extended hours, as well as occasional weekends and holidays and at times with little or no notice.
- May require some travel for state association meetings, conferences, and sports program tournaments.

**Physical Capabilities:**

- Ability to see well enough to observe employees, programs and activities, clean required areas and inspect facilities (corrective lenses acceptable).
- Ability to be mobile in order to move and assemble various equipment, bleachers, tables, chairs.
- Ability to bend, climb, stand in order to clean required areas and move items listed above.
- Ability to hear well enough to understand normal conversation, and to use radio and telephone to hear people from a distance (hearing aid acceptable).
- Ability to speak well enough to communicate with professionals, employees, supervisors, and patrons and to be heard from a distance.
- Physical mobility to move around to inspect all areas of Parks & Recreation facilities.
- Ability to type, write, file, and operate office equipment and sports equipment (with or without accommodation).
- Job requires slip-resistant footwear to be worn during work hours, as well as long pants and other personal protective equipment during outdoor assignments.

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**Mayor Approval, Date**

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**Department Head Approval, Date**