

JOB DESCRIPTION

Classification: **Recreation Director**
 In charge of Recreation Activities

Range: **40-50**

Reports To: **Mayor, City Administrator, General Services Director**

JOB SUMMARY:

This is a highly responsible and visible position. The primary duties of this position include: organizing, scheduling, creating and maintaining a cohesive public-oriented recreation program for both children and adults. Director will incorporate overall community wellness into the City's traditional recreation program to include activities/events/programs which promote general health and welfare initiatives to residents (of all ages) of our community. Director will maintain working relationships with community entities, including public health offices, school systems, law enforcement, community agencies, sports groups and local governments.

EDUCATION – MINIMUM REQUIREMENTS:

Associates degree in Athletic/Recreation-related field, or five (5) years relative Recreational Management experience. Bachelor's degree or higher in Athletic/Recreation-related field strongly preferred.

EXPERIENCE – MINIMUM REQUIREMENTS:

Familiarity with the organization and scheduling of sporting/recreation events, i.e., baseball, football, softball, volleyball, etc. Familiarization with the organization of tournaments. Ability to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Individual should have ability to keep informed of any changes in best practices, trends, procedures, policies, methods, computer operations, equipment needs, etc., as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, members of the City Council, Mayor and all other groups involved in the activities of the department. Is able to assemble information to develop written reports and documents in a concise, clear and effective manner. Must have professional organizational, management, human relations and technical skills. Able to implement independent judgment and discretion in supervising subordinates and working with the public, including the handling of emergency situations; coordination/communicating with the public; determining and deciding upon procedures to be implemented; setting priorities; maintaining standards and resolving problems; and communicating with supervisors. Ability to comprehend, interpret and apply regulations, policies, procedures and industry related information.

JOB DESCRIPTION:

Schedules, organizes and directs multiple City recreation activities. Maintains records of all participants, accounting of entry fees, team standings, etc.; facility-related records, purchase orders, employee schedules, etc. Organizes post/pre-season tournaments. Organizes coaches meetings. Interacts with the Parks Superintendent to ensure fields and facilities are prepared properly and timely. Supervises the Head Official(s) to ensure all activities are properly officiated. Serves as the City's representative for all City recreation activities. Serves as the Director of the City's gymnasium and manages said facility, grounds and equipment. Serves as official organizer of tournament (baseball, softball, basketball, volleyball, etc.) and will be responsible for recruiting local participants and, when appropriate, non-local teams for participation in City sponsored events. Will be responsible for dealing with District and State Officials in attracting sporting events to the City of Socorro. Will be required to work with local sports-related organizations so that similar efforts may be coordinated. Must be readily available to the public. Will be responsible for providing rules/regulations for all activities/facilities and enforcing them. Utilizing City resources, must be able to conduct background checks on coaches, conduct parent/coach meetings, provide a safe environment for employees, participants and spectators, etc. Will work in conjunction with Socorro Soccer and Rodeo Complex Director in scheduling, preparing and maintaining facilities for recreational use (soccer fields, 5k track, etc.).

ABILITIES AND SKILLS – MINIMUM REQUIREMENTS:

Must have the ability to plan and organize extensively in a detailed manner and multi-task, handling multiple planning/scheduling activities concurrently. Must be able to deal with the public in a courteous and professional manner under stressful conditions and make professional decisions which may pertain to very sensitive issues.

WORKING CONDITIONS:

May be required to work both indoors and outdoors depending on seasonal activities. May be required to work weekends and split-shifts depending on the schedule of activities.

Date Approved:

4-5-2021

Mayor:

[Signature]

Attest:

[Signature]