

## **CITY OF LINCOLN CENTER**

### **RECREATION DIRECTOR JOB DESCRIPTION**

The Lincoln Recreation Director is an employee of the City of Lincoln Center, and reports to the Lincoln Recreation Commission Board of Directors. The “half-time” position(s) is responsible for the effective planning, coordination, supervision, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the City of Lincoln Center and surrounding towns. The Recreation Director is responsible for maintaining a working relationship with the City Superintendent and USD 298 and USD 299. Employee(s) must possess excellent communication, organizational, and supervisory skills and be willing to work evenings and weekends as the programs dictate.

#### **RESPONSIBILITIES:**

- Directs, reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
  - Summer Baseball (T-Ball/Coach Pitch/Midgets/K-18/American Legion)
  - Summer Softball (12U/14U/18U)
  - Youth Volleyball and Flag Football (Fall)
  - Youth Basketball (Winter)
  - Youth Soccer (Spring)
  - Skills Focused Camps/Clinics (Year-Round)
  - Other programs include but are not limited to: Disc Golf Tournament, Kickball (Adult and Youth), and involvement in Rec-sponsored activities and events.
- Develop/review/implement policies, procedures, and fees; evaluate equity and adequacy of policy and fee schedules on an ongoing basis; make revisions and recommendations to the board as needed.
- Attend monthly board meetings.
- Prepares annual budget request for Recreation Department:
  - Controls board approved budgetary expenditures.
- Marketing and promotion through advertising, including social media, creation of seasonal brochures, news releases, flyers, pamphlets and all public relation materials.
- Prepare and distribute program enrollment forms to families for programs, assist with registration via RecDesk and provide information to the Activity Coordinator for program implementation.
- Financials (using Quicken, deposits and working with the City Clerk on invoices and other paperwork)
- Equipment inventory and purchasing
- Website and RecDesk management, checking the mail
- Prepares Grant applications and sponsorship requests to enhance recreation programs.
- Hold regular office hours as approved by the Board
- Organizes and plans for use of county, city and school district facilities and equipment.
- Develop teams and schedules, coordinate coaches, volunteers and program officials based on program registrations.
- Hires and manages departmental personnel at the direction of the board; evaluates job performance and completes performance reviews for supervised staff.
- Prepare facilities for activities and be ON SITE for the duration of the programs which may take place on evenings and weekends.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the objectives and ideals of public recreation, including understanding of activities that make up a city recreation program.
- Knowledge of facilities and equipment needed in a city recreation program, of the proper arrangement of recreational facilities, and of their use and maintenance.
- Ability to instruct, organize, direct and manage staff and volunteers. Makes decisions about personnel issues, prioritizing work assignments and performing daily duties in the most efficient manner.
- Ability to establish and maintain effective working relationships with governmental officials, community groups, other organizations and the public.
- Ability to read and interpret written instructions, maps and reports.
- The ability to work independently without direction
- Respond to and resolve sensitive and difficult public complaints or concerns
- A thorough knowledge of Microsoft, Adobe, Quicken and basic website layout.
- Ability to operate mowers, trucks, hand tools and other departmental equipment and machinery safely.
- A thorough knowledge of ball field maintenance and equipment repairs.

**PHYSICAL REQUIREMENTS:**

- Operating a motor vehicle.
- Ability to lift and carry up to 50 pounds.
- Extended periods of time walking, bending, stooping and lifting.

**MINIMUM EXPERIENCE AND TRAINING:**

- Experience dealing and interacting with children in an active setting.
- Experience supervising personnel, and directing volunteers.
- Valid Kansas Driver's License.
- Employee is expected to have acquired the necessary information and skills to perform the job within one year of employment.