0715 ASSISTANT RECREATION DIRECTOR

Primary Reason Why Classification Exists

Performs administrative, supervisory and professional recreation duties in assisting the Parks and Recreation Director to ensure consistent operations of the department.

Distinguishing Features of the Class

An employee in this class is responsible for assisting the Director in the planning, management, and operations of all facets of the Recreation department. Specifically, this position focuses on the day to day operations and oversees planning, coordinating, and supervising of athletic programs, Mountain View Center and Skeet Range, and in receipt of money, calendar preparation and supervision of the Collett St center facilities, gymnasium, and programs as needed. Work involves planning and supervising individual golf and tennis lessons and leagues, and special interest camps and clinics, special youth events, and assists in adult athletics. Position is responsible for assisting with development and supervision of tournaments, including developing and delegating supervisory responsibilities to other employees to ensure all operational details are addressed and events run smoothly. The Assistant Director is the visible presence of the City’s athletic programming services and ensures communications for recreational programs and events through local media including developing promotional materials and events and participation in meetings. Position must establish effective working relationships with other agencies, organizations, and individuals regarding programs, partnerships, and problem resolution. Work is managerial and supervisory in nature and is performed with a significant degree of independence and discretionary judgment as they relate to programs and services and application of policy and procedures. Work is performed under general supervision and is evaluated on the basis of attainment of individual and departmental performance objectives, feedback from the public served, periodic conferences, and personal observation.. Work is performed in accordance with departmental rules and policies and requires sound judgment and initiative. Employee is subject to hazards in parks and recreation including working work in both inside and outside environments, in extreme hot and cold weather. Duties may expose the employee to human body fluids, and is subject to OSHA regulations on blood borne pathogens. Work is performed under the general supervision of the Parks and Recreation Director and is evaluated in terms of program effectiveness, through observation and through discussions surrounding public acceptance/feedback.

Illustrative Examples of Work

* + Assists the Director in ensuring consistent operations of the department; supervises facilities, gymnasium and programs as assigned; oversees activities scheduled in the gym, pool, or other rooms; inspects facilities to assure cleanliness and safety, and proper room arrangements; meets with citizens and participants to resolve problem situations; provides oversight to athletic functions in progress.
  + Prepares monthly calendar of activities and maintains to avoid scheduling conflicts; drafts monthly participation reports.
  + Registers participants for events, activities and programs; receipt money for deposit; makes night deposit for special events.
  + Answers main telephone and greets citizens, participants, visitors to the center; provides information on programs, fees, policies and procedures.
  + Plans, organizes, and promotes certain programs, such as youth wrestling, youth and adult golf and tennis lessons and leagues, special interest camps and adventure outings.
  + Supervises limited full time staff and numerous part time employees involved in supervising facilities, program instruction and operation; interviews and recommends hiring; trains, coaches, and evaluates employees performance; takes disciplinary action and recommends dismissal.
  + Cooperates and coordinates with other supervisors (maintenance, turf, programs, aquatics, concessions, etc) within the department to ensure appropriate coverage, support, and execution of departmental goals, programs, and events.
  + Makes periodic observation and evaluation of athletic events and games for quality of competition and sportsmanship.
  + Monitor equipment and facilities to ensure safety, proper use, and condition, alerting appropriate staff if attentions is needed
  + Counsels and advises parents concerning participation of children in athletic activities.
  + Assists the Director in developing and implementing departmental rules and policies and the annual and capital budgets.
  + Assists the Maintenance Superintendent as needed with maintenance or safety issues as arise; coordinates building needs with Superintendent; participates in cleaning and room arrangement as necessary.
  + Interprets and publicizes programs and activities of the department to the public.
  + Prepares and compiles special reports as required on all athletic programs and events.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

* + Thorough knowledge of principles, practices, and methods of formal recreation planning, maintenance, and management, including athletic programs , facility operation, and maintenance.
  + Knowledge of major sport rules, playing and coaching techniques.
  + Considerable knowledge of standard resources, materials, facilities, current literature, trends, and developments in the field of public recreation.
  + Considerable knowledge of modern and effective leadership and supervisory principles and practices including coaching, motivation, communication, and conflict resolution.
  + Demonstrated skill in providing leadership and supervising full and part time staff, instructors, coaches, officials, etc. involved in recreations programs.
  + Ability to effectively plan, promote, organize and execute a year round program of athletic activities.
  + Ability to express ideas effectively in oral and written forms, and to make presentations.
  + Skilled in public relations principles and practices, including considerable knowledge of marketing methodologies, tools and technology for programs, services and events as well as ability to deal tactfully, courteously, and firmly with the public.
  + Ability to exercise sound judgment and mediate volatile situations.
  + Ability to analyze problems and identify alternative solutions in support of department and City goals and within guidelines of City and department policies, procedures and regulations.
  + Ability to establish and maintain effective working relationships with coaches, officials, general public, superiors and co-workers.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, fingering, and hearing.

Must be able to perform medium have work exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must be able to successfully pass mandatory annual eye examinations.

Must possess the visual acuity to prepare and analyze data, to read extensively, to operate a computer and motorized vehicles, and to inspect work of others.

Desirable Education and Experience

Graduation from a four year college or university with a degree in recreation administration or closely related degree and considerable experience in recreation and athletics; or an equivalent combination of training and experience.

Morganton

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