GENERAL PURPOSE

Under general supervision performs administrative, supervisory and professional work in the operation of the comprehensive public recreation, sports center and senior center programs for the community; to include all areas pertaining to recreation, sports center, and senior center in achieving goals as established by city council, fiscal management, key staff supervision, volunteer and community relations, program administration of core departmental businesses, control and evaluation of operations, and financial development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage the staffing, scheduling, program development, marketing and financial reporting of the public recreation programs. Coordinate, implement, supervise and lead recreation programs. Recreation programs to include special events, gym and fitness programming, senior programs, youth programs and other programs as assigned.

Assist with program registration and correspondence with program participants, coaches, volunteers and other agencies; respond to public inquiries about facilities and programs.

Implement safety policies and procedures for programs and facilities.

Schedule and assure proper usage of recreation spaces and facilities.

Responsible for developing and proposing appropriate future departmental budgets, along with managing current fiscal year budgets and provide monthly budget reports.

Manage the staffing, scheduling, program development, marketing and financial reporting of the Sports Center.

Manage the staffing, scheduling, program development, marketing and financial reporting of the Senior Center.

Develop long and short term goals and objectives for department, including plans for park and facility improvements. Anticipate needs and challenges and proactively recommend enhancements and solutions to the City Administrator and City Council.

Remain current with recreation center trends, techniques, equipment and regulations governing the industry.

Responsible for evaluation, training, and discipline of employees. Skilled at talent building and management and team building.

Procure equipment and supplies for all departmental activities in accordance with the budget and procurement policies.

Maintain all departmental equipment; ensure the appropriate repair or replacement of equipment.

Administer the promotion, advertisement and marketing for the department; including recreation programs, sports and senior centers, services and opportunities.
PERIPHERAL DUTIES

Serves as a member of various committees.

Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Supervises Recreation, Sports Center and Senior Center staff, both full and part time.

Accountability: Errors could result in missed deadlines, delay or loss of service, adverse public relations, monetary loss, and legal repercussions to the City.

Judgment: Work requires the employee to exercise independent judgment in order to examine, analyze and evaluate facts and circumstances pertaining to individual problems, situations or transactions.

Complexity: Essential functions consist of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines.

Work Environment: The work environment involves everyday discomforts typical of offices, with frequent exposure to outside elements. Noise or physical surroundings may be distracting and work is subject to frequent interruptions but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours and is subject to a high level of emotional stress.

Nature and Purpose of Contacts: Employee is required to interact with co-workers, local, state and/or federal officials, the public and other external contacts such as vendors doing business with the city. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons.

Occupational Risks: Occupational risk exposure is similar to that found in typical office settings.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:
City of Mauldin
Recreation Director
Job Description

(A) Formal Educational Level:
Bachelor’s Degree in Recreation Management, Sports Administration or relevant field is highly preferred.

(B) Professional Experience:
Five to seven years’ experience in a management position in a sport or recreational setting.

(C) Any equivalent combination of formal education and/or professional experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Knowledge in parks and recreation programs and services.
- Possess or be able to obtain a valid state issued driver’s license.
- Skill in operating the listed tools and equipment.
- Skill in managing conflicts and solving problems.
- Skill in customer service and public relations.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, City officials, and the general public.
- Ability to understand and follow instructions.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.