



City of Mount Vernon

Job Description:	RECREATION DIRECTOR	Job Number
FLSA Status:	Exempt / Unclassified	Approved:
Reports to:	Safety Service Director	

Position Summary

To serve under the direction of the Safety Service Director, the Recreation Director will manage, direct, supervise, and oversee administrative work in planning, organizing, and directing the programs, operations, and services, of all city parks, including, the Hiawatha Park & Pool and volleyball courts, Riverside Park, Memorial Park, Phillips Park, Dan Emmett.

Duties and Responsibilities

Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.

Develop Policies and Procedures

Implements and monitors programs, procedures, and policies related to the operation of all parks

Attend and oversee the Recreation Board. Responsible for taking minutes at the meetings.

Coordinate and schedule reservations for the softball, baseball fields, and tennis courts

Manage all use agreements.

Work closely with the Park Superintendent and City Auditor.

Initiate thorough and accessible communication of program information to participants and the community. Create, post, and distribute written program descriptions and content (i.e., brochures, flyers, social media (Facebook), web content, and news outlets).

Develop, establish and monitor partnerships with local resources including the YMCA, and local schools.

Develop and maintain effective cash-handling procedures for all areas of the operations (i.e.; league dues, pool memberships)

Provide excellent customer service by ensuring prompt and timely communication with both internal and external customers and responding to concerns/complaints.

Ability to work a varied schedule to include evenings and weekends depending on season and activities.

Open, close and secure facilities in compliance with policies and procedures.

Attend council meetings as required

Must be able to get along with others and be punctual with regular attendance.

All other duties as assigned.



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Minimum Qualifications

Bachelor's Degree preferred, or equivalent combination of education, training, and experience in Recreation Management, Business Administration, Public Administration or a closely related field. Experience supervising part-time or seasonal staff.

Qualified candidates will be expected to have a creative, problem-solving approach and well-developed interpersonal communication skills, and an ability to establish and maintain an effective working relationship with staff, elected and appointed officials, government agencies, service and community organizations, private businesses, and the general public.

CPR and First Aid certificates.

Valid Ohio driver's license with a good driving record

Computer skills and knowledge of software programs such as Microsoft Word, PowerPoint, Excel, and other relevant software systems.

Preferred/Additional Qualifications

Certified Park and Recreation Professional (CPRP)

Certified Park and Recreation Executive (CPRE)

Two years of supervisory experience in a public work setting, particularly in the area of parks and community-based recreation programs

Additional Knowledge, skills, and abilities

Ability to supervise others.

Ability to effectively deal with the public.

Ability to multi-task and have good organization skills