

Title	Recreation Director	FLSA	Hourly
Date	Fall 2019	Division	N/A
Department	Recreation	Pay Grade	N/A
Work Location		Represented	N/A
General Schedule - This is a full time position, flexible hours which will vary from season to season depending on programming and scheduling of activities			
<p>Position Purpose</p> <p>This position develops and coordinates youth and adult activities or clinics that may include for example: baseball, basketball, football, soccer, softball, swimming, volleyball, wrestling and playground programs. These programs emphasize sportsmanship, integrity and responsibility, as well as providing game fundamentals. Development of additional recreational activities and events will also be explored on an annual basis.</p>			
<p>Essential Functions and Responsibilities</p> <ul style="list-style-type: none"> • Provides recreational activities for children in the Southern portion of Winneshiek County including Calmar, Castalia, Fort Atkinson, Festina, Jackson Junction, Ossian and Spillville. • Researches and develops new recreational activities and events for residents of all ages and make recommendations to the Recreation Advisory Board • Drafts and submits press releases for advertisements through newspapers, schools, websites, businesses and social media. • Participates with Recreation Advisory Board in preparation of annual budget • Solicits donations from corporate and community sponsors in conjunction with Advisory Board • Seeks out grant opportunities and makes applications with Board approval • Attends Recreation Advisory Board Meetings and City Council meetings as necessary • Recruits coaches, umpires, etc. • Arranges and coordinates sites (diamonds, fields, courts and other facilities) which support recreation activities • All other duties as assigned 			
<p>Preferred Experience or Certifications</p> <ul style="list-style-type: none"> • Preferred a bachelor's degree or advanced certificate in recreation or physical education or similar field • Three to five years of specialized technical training beyond high school in recreation management • Equivalent combinations of training and experience. • Coaching Certificate • First Aid/CPR Certification 			
<p>Required Skills and Abilities</p> <ul style="list-style-type: none"> • A valid State of Iowa Driver's License or have the ability to obtain one upon hire • Ability to exercise sound judgement • Ability to display initiative • Skills in diplomacy and interpersonal relations and effectiveness in maintaining working relationships • Ability to delegate responsibility • Ability to maintain effective working relationships with individual within and outside the organization • Ability to read, understand and process routine and complex information in written form • Ability to evaluate and/or make independent decisions, with or without supervision • Ability to organize individuals of diverse needs toward a common goal • Skill in program administration • Ability to keep records and prepare budgets, reports and capital improvement plans • Must be proficient with Microsoft Office or comparable software programs • Ability to plan and manage recreation programs 			
Immediate Supervisor			

Contact:

South Winneshiek Recreation Program @ swinnrec@gmail.com

Please submit a cover letter and resume to swinnrec@gmail.com