



**Vinton Parks and Recreation Department**  
**Job Description**  
**Assistant Director of Parks and Recreation**

Nature of Work

Under the general supervision of the Director of Parks & Recreation, performs administrative, supervisory, professional work in the planning, development and operation of a comprehensive public recreation program. This position will also have responsibilities in the areas of parks supervision and special events.

Minimum Qualifications

1. Education and Experience -- Bachelor's Degree in leisure services, recreation administration, physical education, or a closely related field experience in supervising recreation programs, or any equivalent combination of education and experience.

Example of Duties

1. Plans and manages a comprehensive citywide recreation program including athletic leagues, instructional programs, day camps, and special events. May have direct responsibility for some programs and events.
2. Manages the outdoor community pool along with programs therein; including staffing, maintenance, and upkeep.
3. Responsible for the marketing and promotion of parks and recreation programs and facilities, including assisting with input on web pages and social media.
4. Trains, supervises and evaluates work performance of seasonal personnel; makes recommendations for hiring and termination; prepares schedules and assignments for recreation personnel.
5. Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees are trained in safety procedures.
6. Prepares and manages annual budget for recreation program functions. Approves purchases of supplies and operating inventory for recreation programs. Develops alternative funding sources for programs and improvements.
7. Performs public relation duties; responds to complaints; handles rule enforcement and subsequent disciplinary follow up; prepares news releases, information and marketing bulletins or other publicity on recreation activities; identify and meet the recreational needs of diverse community groups.
8. Schedules facilities with school districts and other entities for program use.
9. Coordinates and monitors contracts and insurance agreements for recreation programs.
10. Assists the department director in short and long range planning for a comprehensive citywide recreation program; proposed long range capital improvement and development of facilities, equipment and programs.
11. Provides a backup to clerical staff for answering phones; assisting at registration counter; providing clerical support.
12. Performs other duties as assigned.

Skills and Abilities

1. Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports; working knowledge of modern office and bookkeeping procedures.
2. Skill in operating a variety of office equipment; PC experience a plus.
3. Ability to participate in active sports and recreation activities.
4. Ability to organize and direct programs.
5. Ability to work some nights and weekends.

6. Ability to establish and maintain effective working relationships with employees, other agencies and the public.
7. Ability to follow written and oral instructions.
8. Ability to communicate effectively, verbally and in writing.

### Special Requirements

1. Have valid driver's license and must be insurable.
2. Must be Certified Pool Operator, or be able to obtain within 60 days of employment.

### Tools and Equipment Used

Examples of some of the equipment utilized on the job include but are not limited to: Computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile, various sports equipment, zero turn lawn mower, various hand tools, gas weed eaters, and UTV.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

-Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms.
2. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
3. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

-Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
2. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

This job description is not a complete statement of every task and responsibility that is required on the job. It contains the major duties performed by an individual and may require a person to assist with other tasks as necessary.



*We build community through our  
People, Parks & Programs.*

*Vinton Parks & Recreation Department  
701 East A Street  
Vinton, IA 52349  
319/472-4164  
Fax 319/472-3179*

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**Vinton Parks & Recreation Department  
Assistant Director of Parks & Recreation  
Compensation Package**

The following is recommended by the Vinton Parks & Recreation Board for approval by the city council for the hiring of a new Assistant Director of Parks & Recreation.

**Salary Range:** \$36,000 - \$40,000

Starting Salary will be based on education, experience or the combination of both.

**Additional:**

City Provided Housing  
City Utility Services  
Vehicle Expense - \$160 per month  
Health Insurance  
Dental Insurance  
I.P.E.R.S. State Retirement  
Membership to IPRA  
Membership to NRPA  
Paid Holidays  
2- Personal Holidays  
Paid Vacation

- The salary will not be adjusted if the individual opts out of the housing and utility benefit.



**Employment History (beginning with most recent)**

From: / /	To: / /	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor and Title:		Salary: Start \$ _____ per _____	Final \$ _____ per _____
Nature of work performed and job responsibilities:			
Reason(s) for leaving:			

From: / /	To: / /	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor and Title:		Salary: Start \$ _____ per _____	Final \$ _____ per _____
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Reason(s) for leaving:			

**References**

Name	Address	Telephone Number	Years Known
1.			
2.			
3.			

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I authorize the City of Vinton, Iowa, to contact any of the employers listed above to verify employment and work record. I release all parties from all liability for any damage that may result from furnishing same to you. I authorize the City of Vinton, Iowa, to verify and investigate through law enforcement agencies the status of my driver's license and to conduct any background check it deems necessary.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Affirmative Action – Equal Opportunity Employer**