

**City of Ida Grove  
Deputy Director Opening**

The City of Ida Grove (population 2,142) has an immediate part time opening for Deputy Director at the Ida Grove Community Rec Center. This person will work under the direct supervision of the Recreation Director. The primary responsibility of the Deputy Director is first and foremost to greet guests as they come in and relay messages to the Director as necessary. Additionally, he or she will assist the Director with general daily tasks. The Deputy Director will carry out daily operations in the absence of the Director. He/she is responsible for a variety of secretarial and administrative duties related to the effective operations of the Rec Center and the delivery of those services to the public. This person provides general administrative assistance to the Recreation Director to efficiently carry out the responsibilities of the facility. Additional duties include: provide a safe, healthy, friendly, enjoyable, and fun environment; work with patrons of all ages in a tactful, courteous, pleasant, and professional manner; perform public relations with anyone who calls or enters the facility; implement emergency procedures as needed; monitor and record daily pool checks; collect fees and operate the cash register properly; conduct tours for prospective members; enforce facility rules and procedures; custodial work, including additional disinfecting; maintain surveillance of the facility with the front desk monitors; assist Director with planning and implementation of programs and special events, including fundraising activities; prepare daily deposits in absence of Director; perform other related job duties as required; and occasionally will need to make decisions in the absence of the Director.

For more information on the Ida Grove Community Recreation Center, go to [www.idagroverec.com](http://www.idagroverec.com). Job descriptions can be obtained by emailing [igrec@longlines.com](mailto:igrec@longlines.com).

Previous professional experience in recreation centers or swimming pools is preferred. Starting wage is \$11 an hour and has potential to turn into a full time position. Hours are flexible and may vary day to day.

Please send cover letter, resume, and references to:

Ida Grove Rec Center  
Attn. Chancey Wilcke  
311 Barnes St.  
Ida Grove, IA 51445