

Parks and Recreation Director Position

Looking for a way to make an impact on the community and build lasting relationships with people of all ages? The City of Center Point is looking for an energetic, dedicated, and passionate person to fill the role of Parks and Recreation Director. Center Point Provides a competitive salary, excellent benefits package, flexible work schedule, and paid time off. The Job description is as follows:

DEPARTMENT: Parks Department

POSITION REPORTING RELATIONSHIPS: The Parks and Recreation Director reports directly to the City Administrator. In the Administrator's absence, this position reports to the Mayor.

SUPERVISORY RESPONSIBILITIES: Seasonal Parks staff

POSITION FUNCTION: The Parks and Recreation Director's responsibilities include but are not limited to the following: planning, organizing, and directing park and recreation programs and activities; maintenance and oversight of Fross Park, Wakema Park, Community Center, and the Main Street pavilion; plans and implements several community events throughout the year, i.e.: Main Street Holiday and Harvest Festival. The Director must exercise discretion and independent judgment in the day-to-day activities of the Parks Department.

MAJOR RESPONSIBILITIES:

- a. Leads the Park and Recreation Commission.
 - a. Assures all seats are filled and diversity goals are met.
 - b. Assures the commission meets on a monthly basis.
 - c. Leads the commission in setting Park and Recreational goals and objectives both short and long term.
- b. Works in collaboration with stakeholders to form a long-range plan for recreational enhancements.
- c. Plans, organizes, schedules, and supervises community events and programs and develops programs for community members of all ages.
- d. Review activities and programs periodically and makes recommendations to implement changes within the parameters of the city budget.
- e. Plans, develops, and manages the annual park and recreation budget.
- f. Develops a strong, productive working relationship with the various community groups, athletic teams, the Center Point-Urbana Community School District, nearby towns, and community members.
- g. Develops an annual work plan for maintenance of all community park and recreation facilities based on priorities set by the commission and the City Council.
- h. Promotes Parks and Recreation programs through various social media outlets.
- i. Assures that the Parks and Recreation website and Social Media accounts are kept current.
- j. Manages rental facilities at Fross Park, Community Center, Main Street Pavilion, and Wakema Park.
- k. Manages the Meals on Wheels program for the City of Center Point.

ESSENTIAL KNOWLEDGE

- a. Possesses strong technical skills.
- b. Has a working knowledge of OSHA regulations as they pertain to Park & Rec.
- c. Knowledge of personnel and HR policies and procedures for managing summer staff.
- d. Knowledgeable of applicable City, State, and Federal laws regulating parks, concession stands, splash pad, etc.
- e. Knowledgeable on the operations of concession stands and food safety.

ESSENTIAL SKILLS (Position requirements at entry)

- a. Ability to manage confined space entry, knowledgeable of OSHA requirements.
- b. Ability to organize, manage, and motivate volunteers.
- c. General knowledge of parks and recreation issues, funding sources, and budget development and oversight
- d. Ability to follow directions, meet deadlines, and accomplish tasks with minimal supervision
- e. Possesses good planning, organizational, and scheduling skills.
- f. General knowledge of and ability to explain the City Code of Ordinances to residents.
- g. Maintains department records in an organized and orderly way.
- h. Possess strong technical skills, and the ability to use technology to enhance the user experience with the city's park and recreational programs.
- i. Communicates and maintains effective working relationships (both orally and written) with staff, citizens, employees, managers, contractors, and vendors sufficient to exchange or convey information and to receive work direction.
- j. Ability to obtain needed certifications and licenses related to this position.

Special assignments and job responsibilities as assigned by the City Administrator or the City Council.

TRAINING AND EXPERIENCE

High School Diploma (required)

Internship with 1-2 years of related experience (preferred)

Associated (preferred)

Appropriate experience in the Parks and Recreation field can be substituted for a higher education degree.

OTHER NECESSARY REQUIREMENTS

- a. Criminal background history, drug screening, and reference check
- b. Adult and Pediatric First Aid/CPR/AED
- c. Certificate of Pool/Spa operator- To be obtained within the first 6 months
- d. Certified Parks & Recreation Professional or ability to obtain this certification.
- e. Playground safety certification or ability to obtain this certification.
- f. Food safety certification for the concession stand management or to be obtained within the first 6 months
- g. Must reside within a 20-mile radius of the Center Point city limits.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

The position must be bondable in an amount determined by City policy.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require standing, mobility, talking, hearing, seeing, and repetitive motions.

Exerting up to 40 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Some sedentary work involves sitting and the use of computers.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position, 40 hours per week with occasional overtime. Evening and weekend work will be required as job duties demand with flextime allowed to adjust the schedule as needed.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range:

\$55,000.00-\$60,000.00 Plus benefits.