

# City of Chariton

## Park and Recreation Supervisor



*Lake Ellis of Chariton City Lakes*

## Welcome to the City of Chariton!

Located in South-Central Iowa with the population of 4,180, Chariton is a community where residents have a lot of community spirit- Go Chargers! It's a place that many generations have called home and is a safe community to raise a family. Just as every smaller community, we desire to make the quality of life for our residents to improve in areas from housing, employment, retail, and activities.

The Chariton Park and Recreation Department plays a major role in the quality of life for activities and facilities for residents. The city operates and maintains nine parks in the city limits. Along with parks, the city owns and operates the Vredenburg-Chariton Family Aquatic Center, which has one water slide, a zero-depth activity area, and two diving boards.

The Chariton Community Center is a joint effort of the City and Chariton School District, which also holds Johnson Auditorium. The city operates the Community Center with open gym hours, rental rooms, and activities.

The Chariton City Lakes, which are called Lake Ellis and Morris are for fishing and other recreational uses. The Lakes are the past water resource for the community and have held records in the State of Iowa for fishing.

The city also has an 18-hole disc golf course at Northwest Park. The course was a community effort of residents interested in disc golf, Chariton Rotary, and Johnson Machine Works. Disc golf tournaments are held each year with our local group coordinating and the city assisting with the events for participants from all over Midwest!



Park and Recreation also provides programming for youth and adults in the community and surrounding areas of Lucas County. Currently, we provide youth soccer, youth flag football, youth basketball, youth volleyball clinics with the Chariton Volleyball Club, adult intramural activities of basketball and volleyball, aerobic classes, open gym activities for youth in the summer and during school breaks and participate in community activities.

The community desires for more programming that is just not physical activities, but opportunities that can enhance the quality of life in Chariton.

## Upcoming Projects:

Currently, the city is constructing a splash pad that is valued at \$500,000.00 during the summer of 2022. The splash pad was a community effort with the SPLASH Youth Leadership Group, the City of Chariton, and community support. Approximately \$385,000.00 came from grants written by the city, \$100,000.00 in donations, and the rest from the City of Chariton.



A master plan was developed in 2021 for Yocom Park, which will be a focus in the upcoming five years for planning and developing of the \$1.5 million plan. A large fundraising effort and grants will need to be secured with this project.

The Chariton City Lakes are also a point of focus for development for the upcoming 10 years. New boat ramps, trails, camping, and other opportunities to be developed in the future are in the planning stages.

All projects are worked on between the Chariton Park and Recreation Advisory Board and the

Chariton City Lakes Advisory Commission, and with the city manager. The Chariton City Council has final approval of all projects. The park and recreation supervisor plays an important role in planning and operations of facilities development.

## Park and Recreation Supervisor Announcement:

The City of Chariton, Iowa is seeking qualified applicants for the position of Recreation Supervisor for the Chariton's Park and Recreation Department. This position works closely with the city manager to plan and implement programming, park facilities, and daily operations of the City's Aquatic Center, and Community Center.

The candidate selected will need to have strong communication and organizational skills to create and maintain programming in the City's park and recreation programs. This is a hands-on supervisory position that has much potential to grow programming opportunities. A bachelor's degree or work experience in park and recreation, communications, planning, public administration, and other field experiences or experience is required. Work experiences in organizing aquatics, sports programming, and other community activities is highly desired. Possession of or the ability to obtain Certified Pool Operator, Water Safety Instructor, and Lifeguard Instructor Certification is a must. A clean driving record and the ability to drive a city owned vehicle.

The City of Chariton is an EOE and offers an excellent benefit package to employees. Salary will be based on experience and ranges between \$37,000.00 - \$41,000.00. Interested applicants will need to send a cover letter, resume, three references, and an example of their writing abilities to the [citymanager@iowatelecom.net](mailto:citymanager@iowatelecom.net) or mail to City of Chariton, Attention City Manager, 115 S. Main Street, Chariton, Iowa. **All applications for the position are due by July 15, 2022, at 4:30 PM.**

## **CITY OF CHARITON, IOWA**

### **POSITION DESCRIPTION: RECREATION SUPERVISOR**

#### **NATURE OF WORK**

This position is responsible for the oversight and operations of the community center, aquatic center, and recreation programs. Directly supervises staff in the areas of swimming pool, aquatic center, and community center. Works jointly with the city manager, park and recreation advisory board, and city council in planning for parks and recreational activities in the City of Chariton. This position reports to the city manager.

#### **ILLUSTRATIVE EXAMPLES OF WORK**

- Supervises staff in all areas of operation within the Recreation Department- recreational programming, aquatic center, and community center.
- Manage all programs (both in-house and contracted) provided by the Parks and Recreation Department.
- Creates programs that will give both youth and adults an opportunity to participate.
- Provides budget justification to the city manager for use in decision making regarding all operations within the department.
- Works jointly with the city manager on projects such as planning, programing, and other needs as they arise.
- Performs other duties as assigned.

#### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Considerable knowledge of the management of parks and recreation facilities.
- Considerable knowledge in parks and recreation programs.
- Ability to supervise staff in a variety of operational settings.
- Experience operating aquatics centers and community centers.
- Strong communication skills in both oral and written formats.

#### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree or work experience in Parks and Recreation Management, Public Administration, Planning, or experiences is preferred.

Certified Pool Operator preferred. (Must obtain within the first six months of employment.)

Additional aquatics certifications preferred.

Must possess and maintain a valid driver's license. (Will have their own city vehicle to drive.)

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Physical Requirements**

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, reach with hands and arms, and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds.

*A pre-employment physical and drug screening will occur before employment.*

### **Cognitive Demands**

Requires a working knowledge of management of parks and recreation facilities and programs. Ability to exercise independent judgment in making decisions in accordance with established administrative direction, policies and regulations. May receive assignments or work under conditions that exert unusual pressure. Communication skills need to be high when working with the public.

### **Language Ability and Interpersonal Communication**

Requires effective communication skills and the ability to aid employees, and the general public. Requires the ability to speak clearly, distinctly and effectively with fellow employees; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

### **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.

The employee works in an office but is regularly required to work outside in all seasons and weather conditions. The employee is occasionally exposed to wet and/or humid conditions. Hours of this position vary due to activities each season. Flexibility is allowed in the work schedule to meet the demands of the position.