



416 9th Street
PO Box 276
Sheldon, IA 51201
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Website: www.sheldoniowa.gov

POSITION OPENING: PARK AND RECREATION DIRECTOR

The City of Sheldon, Iowa is accepting applications for a full time Park and Recreation Director. A full description is posted on www.sheldoniowa.gov This is an Exempt position and starting salary is \$44,000 - \$50,000 Higher starting pay possible DOE. The City of Sheldon offers an attractive benefits package. Send resume and cover letter to: City of Sheldon, Attn: Todd Uhl, PO Box 276, Sheldon, IA 51201 or email to tuhl@cityofsheldon.com

1st review of applications is May 12. Position open until filled.

CITY OF SHELDON
Job Description
Park and Recreation Director
Updated 4/15/25

Education

- Required – A minimum of an associate's degree or related certification in Parks & Recreation or a related field
- Preferred – B.A. or B.S. degree in Parks & Recreation

Qualifications

- Recreation experience
- Strong verbal and written communication skills
- Ability to plan, organize, and manage time
- Strong human and public relation skills and positive, motivational attitude.

Desired Certifications or Willing to Obtain

- Lifeguard Certification.
- Lifeguard Instructor Certification

General Responsibilities

- Supervise adult and youth recreation programs.
- Create rosters and schedules for adult and youth programs.
- Assist in developing, organizing, promoting, budgeting, and maintaining balanced programs at the Sheldon Outdoor Aquatic Center and Sheldon Park & Recreation Department.
- Knows emergency safety procedures
- Communicate with members, patrons, and participants on Sheldon Rec programming
- Maintenance, project management, and custodial duties at City Parks, Sheldon Outdoor Aquatic Center, and Recreation Facilities.
- Advises the Park and Recreation Board; attends meetings as required; create the agenda and minutes; make recommendations on the park, pool, facilities, and recreation programs. May be involved in Trails activities and the Trails Committee as well.
- Maintains Park & Recreation portion of city website and any department social media pages. Manages and coordinates with City Hall staff regarding use of electronic activity signup and rental system.
- Collaborate with NCC and Holiday Inn staff for facilities and programming

Supervisory Responsibilities

- Directly supervise all employees at the Sheldon Outdoor Aquatic Center and in the Parks and Recreation Department. Carries out supervisory responsibilities in accordance with the city's policies and applicable law. Responsibilities include interviewing, hiring and training employees, addressing complaints and resolving problems.
- Evaluates staff and existing programs; performs supervisory duties including interviewing and recommending hiring, training, assigning work, discipline, evaluating, and recommending discharge.
- Prepares all regular and seasonal employee work schedules, verifying hours worked; oversees that all timecard and forms are properly completed and submitted on time.

Other Duties

- Seek out and apply for grants related to parks and recreation when available.
- Operating hand and power tools, vehicles, and mowers
- Ability to frequently lift loads of 50 to 75 pounds.

- Any other duties as may be assigned by your supervisor

Requirements

- Must successfully pass a complete physical after offer of employment but before beginning employment. Paid for by the City.
- Must successfully pass a drug/alcohol and background screening after offer of employment but before beginning of employment. Paid for by the City.
- Must be CPR certified within 6 months of hiring.
- Must become and maintain certified pool operator (CPO) and attend necessary education/development courses to maintain that certification within 3 months of hiring.
- Valid driver's license
- Shall establish residency within 10 miles of the City office within the first 6 months of employment unless other agreements are made.
- Reports to Public Works Director, tangentially connected to the Parks & Recreation Advisory Board and Trails Committee.
- May work evenings, weekends and early mornings. This is a salaried position.