



Job Title: Director-Parks & Recreation

Reports To: City Administrator

Brief Description

Under general direction of the City Administrator, directly responsible for managing and supervising all programs and activities of the Recreation Department. Responsible for promoting a wide variety of recreational activities for the citizens of Quinter, KS.

Duties

- ` Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures, and guidelines. Responsible for the development of department/league rules, goals and objectives, and priorities.
- ` Develops schedules and enrollment forms with the time, dates, and session length. Recruits best possible coaches and instructors. Information letters to the parents, schools, newspaper and community.
- ` Coordinate gym, building, and athletic field use for practices and games with the Quinter school district, leave facilities in a clean manner.
- ` Hire, train and organize all officials for each sport. Secure game workers for each contest. Chain crews, announcers, clock operators, score keepers. Submit expense sheets for payment of officials.
- ` Plan, organizes, and supervises a wide range of afterschool & weekend activities for youth.
- ` Responsible for collection of all fees and deposits.
- ` Responsible for distributing, cleaning, and maintaining certification of all sports equipment. Inventories and evaluates all equipment for purchase.
- ` Performs all manual labor tasks of equipment setup/take down, unloading/unpacking of materials/equipment, athletic field layout including marking/stripping fields.
- ` Responsible for the supervision of summer hire, coaches, and instructors.
- ` Investigates complaints and recommends corrective action; develops notification letters and other public information materials.

- ` Assist in the preparation of the department budget; monitors budget expenditures, prepares cost estimates for maintenance, repair, and program activities. Assists administrator in short and long range planning, proposed long range capital improvement and development of facilities, equipment and programs.
- ` Organize, host and attend league meetings.
- ` Provides backup to clerical staff for answering phones, and assisting at counter.
- ` Clean, maintain and organize storage facility at ball field and 409 Main Street.
- ` General maintenance of the Recreation facilities including cleaning bathrooms, painting, operating push mowers, riding mowers, weed trimmer, edger and field drag. Remove, plant, cut, trim, water, spray and fertilize trees, grass, and plants.

Knowledge, Skills and Abilities

Ability to work with other City employees and the public. Ability to follow and carry out oral and written instructions. Possess the skill to be highly organized and detail oriented with scheduling and management. Ability to follow problems through to resolution. Able to work in a combination of office and field environments; travel to and from work sites. Ability to have a flexible work schedule. Be available most weekends and evenings to host games, unlock gyms, implement practices, address complaints and resolve problems.

Ability to exercise good judgment and make appropriate decisions, make recommendations and present concise reports to the City Council. Have knowledge of sports rule changes, safety regulations and procedures, modern principles and practices of recreation programming, including age appropriate and physically challenged activities. Work effectively with community organizations, agencies and associated facilities. Perform other related duties as deemed necessary or as required.

Education and Experience

` A college degree in recreation or physical education is preferred or equivalent experience and training.