

City of Morrison, Illinois

Job Description

Position Title: Recreational Services Director

Summary. The Director position includes administrative and managerial work, planning, organizing, and directing the activities of the city's park and recreational areas including the Sports Complex. The Director, either personally or through subordinate delegation, evaluates, plans, promotes, organizes, and administers public recreational services for the community.

The Director is responsible for the successful operation of the Sports Complex, including but not limited to scheduling and assuring preparation of the facilities for league games and tournaments, coordinating events with league leadership, as well as marketing the Sports Complex as a destination for tournament activity. The Director is responsible for hiring and supervising seasonal and part-time employees related to custodial duties, field prep, and concessions. Position entails regular evening and weekend work hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises, selects, trains, directs, and evaluates department personnel, and monitors all activities and operations of the department;
- Develops organizational framework to efficiently facilitate volunteer participation;
- Promotes safe working conditions and report accidents immediately;
- Coordinates with Public Services Director on routine maintenance and special repair projects;
- Assists with proper record keeping and maintenance of equipment;
- Provides for inventory control and efficient operation of concession stand in compliance with food service standards;
- Evaluates effectiveness of recreation areas, facilities, and services;
- Attends evening and weekend meetings as needed;
- Advises City Administrator on long-term planning needs for parks and rec programs;
- Oversees marketing of park programs including website, brochure, and social media;
- Evaluates opportunities for sponsorship programs and alternative revenue sources;
- Complies with all City Policies, Protocols, and Procedures;
- Ensures facilities are prepared for programmed activities;
- Plans, promotes, and manages events at the Sports Complex to maximize usage, particularly to youth tournament activity;
- Maintains productive relationship with area schools and other private and public organizations for harmonious use of facilities;

Knowledge, Skills and Abilities:

Combination of skills, knowledge and training that will enable the successful performance of duties; knowledge of field maintenance care and preparation; Able to work independently and in a team environment; Strong organizational, leadership, and

communications skills; Knowledge of policies, procedures and equipment necessary for the successful operation of the recreational programming; Work under stress and successfully handle stressful situations; Meet deadlines; Demonstrated ability to create a workplace environment empowering staff to interact directly, actively and successfully with community members; Fundamental knowledge of budgeting procedures; Ability to establish and maintain harmonious and effective working relationships with the Mayor and City Council, City Administrator, City Department heads and other employees, other agencies and the public; Ability to promote positive employee relations, the highest standards of job performance and ethics by leadership and example; Working knowledge of word processing, spreadsheet development and use, electronic filing, and appropriate use of internet resources.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. While performing the duties and tasks of this job, the employee is frequently required to lift, walk, stand, sit, talk and hear. The employee is regularly required to be able to move from the workplace either on foot or by vehicle. The employee must have the ability to use their hands to operate, manipulate, handle, lift or feel objects and equipment necessary for the job. Employee will work in heat, sun, rain, windy, and cold weather.

Education and Experience:

Preferred at least three to five years' experience in recreational programming, sports facilities, and grounds keeping management preferred, or equivalent combination of education and experience; Requires Valid Illinois driver's license, first-aid and CPR certifications, Food Service Certification