

Maintains regular communication with educators, community organizations, civic groups and staff regarding programs/activities, offering technical assistance and on-site leadership as needed. Ensures department goals, policies, guidelines, standards, and philosophies are adhered to by staff and participants.

Supervises and directs assigned staff, including recruiting, interviewing and hiring applicants, administering personnel policies/programs, communicating organizational developments, providing orientation and training, planning/delegating work assignments, establishing goals, evaluating performance, reviewing responsibilities/salaries, maintaining discipline and recommending corrective action/termination as warranted.

Out in person building community relationships.

Develops and maintains a proficient volunteer program, oversees the preschool program, and works with educators to develop and implement appropriate educational activities.

Receives and investigates public complaints, initiating appropriate action to resolve valid complaints and/or referring complaints to the supervisor.

Performs annual review/evaluation of activities, programs and part-time staff and assists with devising a master plan. Prepares and submits annual report and recommends policy and operational changes as needed.

Maintains inventory of materials and supplies, prepares requisitions and purchases needed items.

Coordinates with Pool Manager in supervising day to day swimming pool operations and oversees pool concessions, including preparing facilities for season opening and winterizing at season's end, selecting menu items and maintaining inventory, ensuring appropriate staffing, ensuring proper food preparation and sanitary conditions, maintaining all fiscal records and reports, and ensuring facility upkeep and maintenance.

In addition to the Parks Director this position will assist in supervising all pool staff including management, concessionaires, lifeguards, admissions; as well as Assistant Day Camp Director and Preschool Teachers.

Works alongside Special Events Coordinator assisting and helping with special events.

Occasionally attends meetings, conferences and workshops as necessary.

Often responds to emergencies on a 24-hour basis and must be available for all shifts of employees you supervise. City will provide a cell phone.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in recreation or related field or equivalent work experience.

Ability to meet all employer hiring requirements, including passage of a drug test.

Thorough knowledge of accepted practices and principles relating to parks and recreation management, with the ability to direct operations and implement programs to meet the recreational needs of the community.

Knowledge of and ability to make practical application of City/department policies and procedures and applicable OSHA safety policies and procedures. Ability to follow State health codes/regulations as required and utilize universal health and safety precautions in high-risk environments.

Working knowledge of standard accounting practices and budget administration, and ability to prepare and administer budget and maintain accurate financial records.

Working knowledge of grant writing and community fundraising, with ability to complete grant applications and develop alternative funding sources, such as sponsors, in-kind donations, and public-private partnerships.

Knowledge of federal, state, and local laws and regulations governing food diseases and sanitation, with ability to assure compliance with all legal requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare news articles and detailed written reports as required.

Ability to properly operate standard office equipment, including computer, calculator, copier, telephone/cellphone, and fax machine.

Ability to supervise assigned staff, including recruiting, interviewing and hiring applicants, administering personnel policies/programs, communicating organizational developments,

providing orientation and training, planning/delegating work assignments, establishing goals, evaluating performance, reviewing responsibilities/salaries, maintaining discipline and recommending corrective action/termination as warranted.

Ability to effectively communicate orally and in writing with co-workers, other city departments, various boards and commissions, community groups, educators, news media, vendors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and plan/present public speaking presentations and special events.

Ability to often work extended hours, evenings and weekends and occasionally travel out of town for conferences/workshops. Adjusting time as needed for hours worked other than the standard hour working schedule.

Ability to often respond to emergency situations on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrate safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope and impact, requiring consideration of many variables. Incumbent spends the majority of his/her time assessing, designing, and implementing various recreation programs within the community. Guidelines are not always clear and decisions are sometimes made with little or no guidance from supervisor.

III. RESPONSIBILITY:

Incumbent makes substantial contributions in meeting the recreational needs of the community, exercising independent judgment in selecting and modifying programs and activities accordingly. Assignments are guided by broad policies and/or general objectives and guidelines. Work is periodically reviewed for soundness of judgment and conformance with department goals and policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, various boards and commissions, community groups, educators, news media, vendors, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating activities, and rendering service.

Incumbent reports directly to the Parks Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting/walking at will, standing/walking for long periods, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours, evenings, and weekends and occasionally travels out of town for conferences/workshops, but not overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Recreation Director for the City of Shelbyville Parks and Recreation Department, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Rules of Conduct for Employees

Disregard of any of the following rules may subject you to disciplinary action or termination.

- Use of liquor or drugs at work, coming to work under the influence or staying away from work because of either alcohol or drugs.
 - Use of, or illegal possession of drugs or the attempt to take part in a sale or illegal handling of drugs.
 - Smoking while on duty or on site.
 - Unauthorized removal of property belonging to the employer, other employees, guest, participants or members is not acceptable.
 - Insubordination- not carrying out reasonable request of supervisory personnel.
 - Unsatisfactory work performance-either deliberate or incapability.
 - Secondary employment that interferes with proper execution of job responsibilities.
 - Lack of interest in application to one's work.
 - Non-essential personal phone calls-either incoming or outgoing-except in case of extreme emergencies or with the authorization of supervisor.
 - Spreading malicious rumors or gossip.
 - Unauthorized release of information regarding Shelbyville Parks & Recreation Department, employees, guests, participants or members.
 - Falsification of employment application or any other company records and documents.
 - Unexcused absence or tardiness.
 - Failure to report 15 minutes prior to work schedule.
 - Violation of health or safety rules.
 - Fighting or any other attempt to injure another person.
 - Willful destruction of employer property or property of others.
 - Lack of courtesy to guests, participants, members or other employees.
 - Leaving work area without legitimate reason and permission of supervisor or proper relief during absence. If employee becomes ill while on duty, he must report directly to the supervisor.
 - Solicitations for donations, etc. unless cleared through proper management personnel.
 - Time cards- Each employee must accurately sign in and sign out each day scheduled. Each employee must sign his own card and never another employee's time card.
 - Radical departure from conventional dress or personal grooming will not be permitted.
 - Accepting of tips. Acceptance of gifts or rebates from vendors is not considered appropriate.
 - Unauthorized use of computers or cellphones.
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- No misrepresentation by a city employee will be tolerated including working hours and off duty.

I have read and I understand these rules of conduct. I will abide by each of them knowing the results will be a disciplinary action or termination at discretion of my employer if I do not.

Name _____ Date _____

