



Ensures cost effective operations within assigned budgets. Prepares reports on recreation activities as directed by Park Superintendent including activity budgets, write-ups and evaluations.

Assists with setting up and tearing down of events, including tables and chairs, moving equipment as needed, driving utility vehicles, and clean-up.

Drives a vehicle to perform job-related errands, such as picking up supplies.

Maintains current knowledge of trends and developments in the recreation field by periodically attending seminars/workshops.

### **QUALIFICATIONS:**

Performs related duties as assigned by Park Superintendent or approved authority.

#### **I. JOB REQUIREMENTS:**

Bachelor's Degree in Recreation Administration, Education, Sports and Exercise facility Management or other related fields and prior experience in Parks and Recreation or related field is preferred. It is preferred a minimum of 3 years' experience in recreation programming.

Working knowledge of and ability to make practical application of City and OSHA safety policies and procedures.

Working knowledge of Microsoft Office, including Word and Excel. Knowledge of Window's based software for producing brochures and promotional materials, and processing registrations and reservations.

Ability to make public speaking presentations, and effectively communicate orally and in writing with co-workers, other City departments, other recreation organizations, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of universal health precautions and City's Bloodborne Pathogens Control Plan and ability to apply such knowledge on the job to protect oneself from infection.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare reports and properly operate various office and facility equipment, such as computer, printer, calculator, telephone, DVD player, and television.

Ability to work alone and with others in a team environment, works rapidly for long periods, and understands and follows written and oral instructions, with minimal supervision and often under time pressure.

Ability to work on several tasks at one time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work extended hours, occasionally work evening and /or weekend hours, and occasionally travel out of town for training, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in identifying community recreation needs, planning and coordinating appropriate program activities, and supervising and directing personnel

III. RESPONSIBILITY:

Incumbent performs according to standard practice of the professional field and receives general supervision and discusses with Park Superintendent all programs, activities, marketing, sponsorship and unusual/unprecedented situations. Incumbent's work is reviewed primarily for attainment of program objectives and effect on department goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, other recreation organizations, program participants and the public for purposes of exchanging information, explaining/interpreting policies and procedures, and coordinating program activities.

Reports directly to the Park Superintendent.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, at a service counter, in a recreation facility and outdoors involving sitting and walking at will, lifting/ carrying objects weighing less than 25 pounds, reaching, bending, handling/grasping objects, hearing sounds/ communication, close vision and exposure to bloodborne pathogens and other infectious materials. Incumbent regularly works extended hours, occasionally works evening and/or weekend hours, and occasionally travels out of town for training, sometimes overnight

Incumbent performs a majority of duties at Eckhart and Rieke Park including shelters and grounds, occasionally at events in different venues, including other city parks, schools and community events. Incumbent performs duties outdoors and is occasionally exposed to extreme temperatures and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Assistant Recreation Director for the 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**  
If Yes, Please Explain\_\_\_\_\_.

Applicant/Employee Signature\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_