

Hesston Recreation and Community Education Director Job Description

PURPOSE:

The Hesston Recreation and Community Education Director is the chief officer in charge of the recreation and community education department and its personnel in USD 460. He/she is responsible for planning, promoting, organizing and administering a comprehensive recreation and community education service for the Hesston community. The director has executive responsibility for the entire recreation and community education programs, its personnel, and the planning for and utilization of desirable facilities.

RESPONSIBLE TO: Hesston Recreation Commission and USD 460 Administration

QUALIFICATIONS:

1. Bachelors degree from and accredited college/university (recommended).
2. Business or public organization management experience.
2. Capability to work with a broad range of age groups.
3. Strong administrative and organizational skills.
4. Willing to work flexible hours including some evenings and weekends.
5. Good public relations skills.
6. Strong written and verbal communication skills.
7. Desire to continue career and educational improvement.

ESSENTIAL FUNCTIONS:

1. Organize and maintain the community recreation and education programs.
2. Supervise and/or provide leadership of community programs.
3. Employ, train and supervise personnel required to support community programs.
4. Direct, control and account for recreational funds.
5. Prepare, justify and submit budgets for approval.
6. Develop long range plans for facilities and program advancement.

7. Train and manage volunteers to carry out programs to the expectations of the Recreation Commission.

8. Establish and maintain cooperative planning and working relationships with other local community agencies, governmental, voluntary and private, and with state, regional and national agencies concerned with recreation and community education.

GENERAL RESPONSIBILITIES:

1. Establish and review procedures to the end so that maximum services may be provided at a reasonable cost.

2. Manage the coordination of programs with other communities.

3. Develop long range plans and programs.

4. Study local conditions and needs affecting recreation and education.

5. Work with the school, city and college on facility usage.

6. Manage field preparation and maintenance.

7. Responsible for the management, operation and maintenance of the swimming pool.

8. Organize and supervise an efficient administrative organization for the department.

9. Establish and develop a program for continuing use of volunteers in the recreation and education programs.

10. Study and keep informed of developments in the recreation and education fields.

11. Responsible for the financial expenditures of the department.

12. Recommend the establishment of necessary fees and charges for programs provided.

13. Communicate programs and needs through various publications including the Hesston Recreation and Community Education Program Catalog.

14. Develop various reports for the Recreation Commission and USD 460 to reflect current and

future program status.

15. Promote safety and keep informed on safety issues.

16. Develop, coordinate and manage sports schedules for other communities within the league.

17. Manage league meetings and develop league rules for the various sports programs.