

ASSISTANT RECREATION DIRECTOR

Department:	Recreation	Grade:	H14 – Non-Exempt
Classification:	Non-Safety Sensitive	Location:	Riverside Park/Athletic Fields
Date:	June 27, 2024		

GENERAL PURPOSE

This individual assists the Director in coordinating, creating, planning, promoting and overseeing recreational activities, and in maintaining athletic fields, the Iola Pool and Recreation Building in order to develop and conduct a progressive recreation program for all groups, ages and interest levels within the City of Iola. This individual should possess excellent communication, organizational, public relation and supervisory skills.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED

Supervises special interest instructors, coaches, officials, volunteers, seasonal staff and community service workers as assigned. Supervises and partakes in various recreational activities that may occur during regular business hours, in the evening hours or events scheduled during weekend hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules various recreational activities and various City facilities for public use, collects and records user fees, participant fees and other miscellaneous fees associated with Recreation operations, etc. Talks with visitors; informs the public of departmental policies, procedures and the availability of facilities for public use.
- Assists in overseeing participant sign-up activities for recreational programs.
- Assists in scheduling programs and seeks instructors, officials, and other personnel required to operate programs as assigned. Assists with various training, motivates and evaluates seasonal staff, instructors and volunteers and directs changes as needed.
- Seeks team sponsors and other special event sponsors as assigned.
- Assists in conducting drafts and scheduling practices for sport related programs.
- Promotes interest in recreational programs, activities & events through publicity with various community groups and public contacts and through various types of advertisement such as creation & distribution of flyers and participant registration forms and by contacting local newspapers and/or radio stations as assigned.
- Coordinates recreation programs with outside organizations such as the school district and various community based organizations as assigned. Works closely with volunteer organizations and other community groups.
- Assures implementation and compliance with established policies and procedures.
- Assures that assigned areas of responsibility are performed within budget.
- Assists with reviewing programs and recommends changes or new programs to meet recreational needs of the community.
- Gathers, interprets, and prepares data for studies, reports and recommendations. Prepares a variety of reports and maintains necessary operating records and statistical data.
- Maintains harmony among workers, volunteers and instructors.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures as required.
- Makes presentations and speaks before citizens groups of all ages, various boards, committees, commissions, supervisors, students and other organizations as required.

- Communicates official plans, policies and procedures to volunteer staff, officials, instructors and the general public.
- Maintains athletic fields, such as the soccer and baseball fields, including mowing, weed-eating, dragging, measuring, marking, and painting fields as needed.
- Maintains and helps with the daily operations of the Iola Pool, including prepping for the season, regular maintenance, handling of the required chemicals and winterization.
- Maintains and regular maintenance of the Recreation Building, including janitorial duties, scrubbing the floor, clearing of gutters, painting and other necessary maintenance as needed.
- Performs duties such as running errands, picking up supplies for activities, arranging use of facilities, setting up tables, chairs and other equipment for activities, preparing facilities for various sports related activities, cleaning facilities, minor building maintenance repairs, etc.
- Performs or assists subordinates in performing duties as required.

PERIPHERAL DUTIES

- Serves as a member of various city employee committees, as assigned.
- Assist supervisors, recreation & parks staff, other city departments and volunteer organizations in the performance of their duties as assigned or needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a standard high school or GED equivalent.
- Experience in general office practices and procedures with proficient work experience and basic knowledge in computer programs such as Microsoft word, excel, publisher, power point, google docs, Active Network and various sports related scheduling programs.
- A degree in recreation, sports management or physical education is preferred with One-year experience working in a public or private comprehensive recreation program being desirable or any combination of education and experience equivalent in related areas.
- A background in janitorial and minor building maintenance repair.

Necessary Knowledge, Skills and Abilities:

- Ability to effectively meet and deal with the public, communicate effectively both verbally and in writing, handle stressful and confrontational situations in a professional manner with tact and courtesy.
- Ability to schedule, organize, coordinate and implement various community recreation programs as assigned.
- Ability to keep records, analyze information, and prepare reports on operations.
- Ability to work effectively with people and establish and maintain effective working relationships with other employees, supervisors, volunteers, other agencies and the public.
- Knowledge of most common recreation activities, rules, equipment and materials needed and the proper use of such.
- Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS

- Valid Kansas state driver's license and satisfactory MVR.
- Must have telephone service for emergency contact.
- An employee in this position will be subject to the city's substance abuse policy.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and scheduling software, calculator, copy and fax machine, phone, mobile or portable radio, custodial equipment, various equipment used for preparing fields, various equipment used in swimming pool operations, sports related equipment, motorized vehicles, lawn and landscaping equipment, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the job duties the employee is frequently required to walk, sit, stoop, bend, squat, talk and/or hear, and is frequently required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is often required to climb or balance, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to pollen, dust, and other airborne particles, wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

SELECTION GUIDELINES

A City of Iola application form must be fully completed and submitted to Human Resources before consideration for this position. Applicants are required to participate in an oral interview, reference check, past employment verification, and rating of education and experience as part of the selection process. Applicants may be subject to participate in job related tests, such as written assessments, physical agility tests, psychological examination, or polygraph test. The selected applicant is required to submit to a background check, pre-employment drug screen, and pre-employment physical examination. An appointee to this position is subject to, the satisfactory, completion of probation period. Duties listed above are intended only as illustrations of the various types of work performed. Omission of specific duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.