

Assistant Recreation Director - City of Pleasant Ridge

Purpose of Position

Responsible for planning, programming, and overseeing various department programs and assisting with special events under the direction of the Recreation Director.

Essential Job Functions

Plans, markets, and assists in several aspects of the Parks and Recreation Department; plans and operates various park programs; assists in planning, training, organizing, and implementing recreation programs, leagues, and other special events. Provides support to Recreation Commission and other ad hoc committees to assist in planning and implementing major special events.

Assists in developing and maintaining staff training curriculum and manual for temporary recreation staff.

Assists supervising and directing assigned temporary personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, providing training and corrective instruction.

Assists in assessing citizen needs/ interests, develops long-range plans, and evaluates programs/activities. Assists in scheduling and coordinating use of park facilities.

Promotes recreation programs throughout the community by making public speaking presentations, developing brochures/fliers and providing information for news media releases. Represents department at various community activities.

Performs a variety of clerical tasks in assisting department personnel, such as answering the phone, assisting customers, taking registrations and reservations, filing and using computer to generate many different types of documents.

Receives and investigates public complaints regarding recreation programs and personnel and initiates appropriate action to resolve valid complaints. Reports findings and makes suggestions to supervisor.

Ensures cost effective operations within assigned budgets.

Prepares reports on recreation activities as directed by supervisor 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.

Oversees the maintenance and operation of facilities including the community center, wellness center, community pool, outdoor park facilities, and park buildings and structures keeping these assets in good repair and working order.

Job Requirements

Bachelor's degree in Recreation or other related field required and experience in Parks and Recreation or related field is preferred.

Working knowledge of Microsoft Office, including Word and Excel. Knowledge of 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 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, DVR, and television.

Ability to work alone and with others in a team environment, work rapidly for long periods, and understands and follow 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 Michigan driver's license and a demonstrated safe driving record.

Ability to adhere to City of Pleasant Ridge employment policies as described in the City's Employee Handbook.

Work Environment

Job duties are somewhat broad in scope, involving many variables and considerations. Employee 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

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

Individual 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.

The individual 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, and hearing sounds/ communication.