

CITY OF LEITCHFIELD  
JOB DESCRIPTION

JOB TITLE: Director, Parks & Recreation

DESCRIPTION:

This is a highly responsible position involving administrative/management responsibility for all parks and recreational activities held on city property. The Director manages a diversified program for developing and providing park and recreation facilities and services to the public.

The Parks & Recreation Director is responsible for overseeing all functions of the City's Parks & Recreation Department, including supervision of all Department employees to ensure that park properties and facilities are appropriately developed, operated and maintained. In addition, the Parks & Recreation Director: develops park and recreation policy and recommends to the City Council for approval; coordinates park and recreation programs with other City departments; develops and participates in partnerships with civic groups, community organization and other assigned duties.

EXAMPLES OF WORK:

Monitors the day-to-day operations of athletic and recreation programs including making site visits, handling and resolving complaints and ensuring the programs have required materials and supplies. Enforces city policies procedures and park rules for staff, instructors, volunteers and contracted facility renters as well as enforcement of safety and operating procedures .

Daily administration of parks and recreation in the City of Leitchfield to include screening, hiring and ensure training of support staff. This includes but is not limited to the aquatic facility, boys baseball, girls softball, and activities at any other city parks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Successful practices and knowledge of principles, rules, and procedures of organized competitive sports, athletic and recreational programs, objectives of public recreation and athletic programs, principles of supervision, organization, administration, and operation of an aquatic facility.

Ability to communicate orally and in writing with staff members and/or supervision and have working knowledge of appropriate technology in order to best serve the public and manage programs. Ability to know how to provide a variety of revenue based programs in the areas of general recreation programs, athletic leagues, special events and instructional classes. Ability to follow and maintain a budget. Ability to communicate and establish rapport, understanding and confidence with participants and the general public; exercise independent judgement in the application of program and game rules and procedures; plan, promote, organize, and coordinate recreational programs and events; and be a team player in the organization.

**EXPERIENCE:**

One to three years of experience working in a parks and recreation department or in a business or field of expertise directly related to providing parks and recreation service or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**LICENSES OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Kentucky Motor Vehicle Operator's License. Must be able to obtain First Aid/CPR upon hire and have graduated from an accredited high-school or GED: College degree preferred.

**FACTORS/PHYSICAL REQUIREMENTS:**

Work is performed in both an office environment and outdoors and may have exposure to adverse weather conditions related to outdoor recreation events. Willingness and availability to work an irregular schedule.