

Coquille Parks and Recreation
Assistant Director of Parks and Recreation

Position Overview

The Assistant Director of Programs will coordinate and supervise a variety of recreation programs, leagues, activities and special events for Recreation District #14. Main tasks and responsibilities of this position include but are not limited to: planning, coordinating, programming, and implementing activities and events, preparing program budgets, supervising employees and volunteers, and providing exceptional service to all recreational program participants at Coquille Parks and Recreation. Of paramount importance will be acting as a liaison with the Madisonville Youth Booster Board, Directors and Coaches while providing the highest quality of youth recreational services in line with appropriate mission and vision statements. Additionally, this qualified individual will work with other public, non-profit, and/or private groups and individuals to assist in providing recreational programs for citizens of all ages of District #14 and beyond.

Supervision

- The RPM works under the general supervision of the Executive Director.
- Employee must have the ability to implement a comprehensive recreation program, make proper safety decisions, handle scheduling concerns, settle disputes, handle program eligibility questions, negotiate various contracts and oversee program budget.
- Work is reviewed through periodic meetings, review of reports, and for compliance with policies and procedures.
- Supervision extends over employees and volunteers in all assigned programs.

Essential Job Functions

- Plans, coordinates, supervises, assigns, and implements a variety of recreation programs, leagues, activities and events; prepares monthly and seasonal programming; coordinates services offered; writes program descriptions; enters data into program registration software.
- Supervises programming staff; recruits and interviews employees/volunteers; makes hiring recommendations; provides proper training, assistance, and guidance; conducts performance evaluations; recommends leave and overtime; makes recommendations for discipline; reviews and approves payroll of appropriate staff.
- Works closely with other staff to coordinate necessary event day coverage.
- Coordinates registration procedures.
- Ensures patron safety; coordinates special set up and facility needs with facility staff and event day staff.

- Coordinate the master schedule for all RD #14 fields and facilities.
- Monitors registration of programs; assesses feasibility and public interest; cancels/postpones programs as needed; submits periodic reports on programs and activities.
- Prepares and monitors annual program budget; provides ongoing financial, activity and attendance information and reports to supervisor; prepares purchase requisitions for all required professional services, activities, events and supplies; maintains personnel and administrative records and reports.
- Working with the Executive Director negotiates contracts with instructors, vendors, and sponsors for programs; monitors contract compliance.
- Ability to work on various computer software programs, including Microsoft office products, Recreation Software and other programs.
- Ability to perform heavy manual work for an extended period under varying climatic conditions to include work outdoors.
- Ability to be on-call and respond accordingly whether scheduled or in an emergency.
- Knowledge of a variety of semiskilled maintenance and manual tasks normally affiliated with indoor and outdoor sports fields and facilities.
- Handles complaints and solves problems; negotiates with parents, guardians, participants and park visitors.
- Develops and recommends policies and procedures relating to recreation programming and activities; interprets, applies and enforces league and District #14 policies and procedures.
- Prepares timely promotional information.
- Assists in developing and executing short term and long term goals and objectives for the Department.
- Performs other related duties as assigned.

Miscellaneous Information

Physical Demands and Working Environment

- Works in or around crowds; has contact with potentially violent or emotionally distraught persons.
- Has exposure to hot, cold, wet, humid, or windy weather conditions; occasionally lifts objects 50 lbs. or less; occasionally pulls objects 40 lbs. or less.
- May be required to work beyond normal working hours, weekends, and holidays.

Other Skills/Abilities

- Skills, training and/or certification as required and the ability to provide instruction in activities or areas which are activity specific and more difficult to staff.
- Ability to deal with patrons in a friendly, courteous and professional manner.
- Ability to maintain effective relationships with staff and the public to promote and maintain high moral and enthusiasm.
- Excellent verbal and written communication skills.
- Currently certified in First Aid and CPR or able to receive certification within 45 days of accepting position.
- Currently certified as mandatory reporter or ability to receive certification within 2 months.

Qualifications

Bachelor's degree in Recreation, Recreation Administration or related field required. One to two (3-5) years' experience in similar recreation work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Certified Youth Sports Administrator preferred but not required. Certified Parks and Recreation Professional preferred but not required.