



Date: April 5th, 2024

RECREATION DIRECTOR *Boone, IOWA*

The City of Boone is looking for an experienced and professional leader who can coordinate all Recreational Operations within the City of Boone. The successful candidate will be team oriented with skills to manage and direct professional staff to include overseeing a recreational facility.

Starting Salary Range: \$75,000-85,000

Education and Experience: Graduation from a four-year college preferably with a degree in recreation, business administration, or a closely related field. Prefer experience as a director or assistant director of parks and recreation of a comprehensive program involving parks, recreation, senior center, and other similar activities, or an equivalent combination of education and experience. Have the ability to establish and maintain effective working relationships with employees, other city officials, and the general public.

Application Submittal: Qualified candidates should submit cover letter, resume, professional references, and required City of Boone application to City Hall via email (clerk@booneiowa.gov). Application and job description are available at Boonegov.com. Application deadline is May 2nd^h, 2024 by 12pm.

EOE

CITY OF BOONE JOB DESCRIPTION

Position:	Recreation Director	Reports to:	City Administrator
Department:	Administration	Revision date:	July 2023

GENERAL SUMMARY

Under administrative direction of the City Administrator, plans, coordinates, directs, and organizes the municipal recreation program within parameters set forth by local, state and federal authorities. Supervises and evaluates a comprehensive recreation program for the City designated to encourage persons of all ages and abilities to participate in positive, developmentally appropriate recreation and leisure activities. Organize and schedule a variety of seasonal recreation programs, events, and opportunities. This may include, but not be limited to tennis, pickle ball, soccer, basketball, volleyball, football, softball, baseball, sports leagues, and related activities. Develop and administer partnerships with community groups and facilities that benefit the citizens of Boone. Manage the City's recreation center to include budgeting and supervising recreation center's employees, if necessary.

ESSENTIAL JOB DUTIES

The following duties are not inclusive of all duties and the incumbent performs other related duties as required:

- > Under general supervision, organizes, and implements seasonal recreational and leisure time programs for all age groups; locates coaches, officials, and volunteers for specific programs; coordinates use of facilities for school and related activities; evaluates existing programs for retention or replacement; maintains operating records; performs incidental equipment operation and repair tasks.
- > Plans and directs the operation and administration of the City's Recreation Center, if necessary.
- > Assists in studies to determine current and long-range planning for recreation activities.
- > Collaborates with the Boone City Council, Boone County Hospital, City Administrator, County School Districts, Community Youth and Senior Groups, City Department Heads and Parks Department.
- > Confers with agencies and other community programs to develop cooperation in establishing recreational programs.
- > Prepares and administers the annual and long range Recreation Department budget. Final budget approval rests with the City of Boone.
- > Prepares grant applications for departmental projects.

- >Prepares reports relative to the operation of the Recreation Department.
- >Attends meetings and speaks before community and civic organizations concerning the activities of the department.
- >Prepares and distributes departmental press releases, newsletters and informational brochures.
- >Responsible for organizing and staffing safety programs for subordinates; encourages safety compliance in all phases of work.
- >Performs activities under strict deadlines and other time pressures.
- >Interviews, recommends hiring, trains, evaluates, and recommends salary for seasonal staff and volunteer employees; assigns work duties to subordinates; monitors work to assure proper completion.
- > Assist Citizen's Group Committee with development of a Recreation Center proposal.

ADDITIONAL RESPONSIBILITIES

In the event that a new Recreational/Wellness facility is completed, the responsibilities of the Recreation Director would include, but not be limited to:

- 1) Planning and directing the operations and administration of the City's Recreation/Wellness Center.
- 2) Manage the City's Recreation/Wellness Center to include but not limited to, budgeting and supervising Recreation Center employees.
- 3) Create, coordinate, and monitor recreation leagues both existing and newly formed, for both children and adults.
- 4) Create and Chair a Recreation Board of volunteers.
- 5) Be responsible for any other duties associated with the new Recreation/Wellness Center facility as deemed necessary by the City of Boone.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The purpose of the Recreational Director is to manage and administer recreational programs to include a recreation center (if necessary), and provide unified recreational programming for the public

- >Promote, organize, and direct recreation activities for the City of Boone. This shall include promoting the program to all citizens.
- >To work with the Boone Park staff, Hospital, Boone Community School District and other sports leagues, to include Boone Little League, and any other entity that either sponsors or supervises recreation programs in the community.
- >Create a community calendar to be circulated through various means designed to reach the maximum number of residents of Boone and the immediate surrounding area.

- >Participates in and ensures City involvement with activities of other community groups
- >Assists with other City departments as directed
- >Performs activities under strict deadlines and other time pressures
- >Prepares grant applications and fundraising materials for outside funding for projects and administers and monitors funded projects
- >Other duties as apparent or assigned

ESSENTIAL JOB FUNCTIONS

- >Ability to read, speak, write, hear, and understand English effectively to communicate with citizens and employees by telephone, in writing, and face-to-face.
- >Ability to establish and maintain harmonious working relationships with other employees, officials, and the public.
- >Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, un-level grades, and heavily vegetated areas for the purpose of participating in or evaluating programs and subordinates.
- >Ability to visually review the department's facilities and the work of subordinates.
- >Ability to perform work both inside and outside and includes seasonal exposure to heat and cold. The work may require the employee to have irregular work hours.
- >Ability to perform record keeping and mathematics necessary for budgeting purposes.
- >Ability to operate a motor vehicle and a valid Iowa driver's license.
- >Ability to work independently to fulfill responsibilities.
- >Judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.
- >Ability to coordinate and participate in recreational activities.
- >Ability to lift and carry 50 pounds for various department needs including equipment.
- >Ability to repetitively bend and stoop to operate equipment in conjunction with recreation activities.
- >Have current CPR/First Aid training.
- >Knowledge of relevant local, state, and federal regulations regarding recreation programs; knowledge of safety precautions associated with recreational activities.

ENTRY REQUIREMENTS

Education: Graduation from a four-year college preferably with a degree in recreation, business administration, or a closely related field.

Experience: Prefer experience as a director or assistant director of parks and recreation of a comprehensive program involving parks, recreation, senior center, and other similar activities; or an equivalent combination of education and experience.

Possession of a valid Iowa driver's license at the time of appointment or the ability to obtain one within thirty (30) days, and a driving record acceptable to the City's Risk Insurance.

The City of Boone is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer. No one shall be discriminated against when being considered for participation in programs on the basis of race, sex, color, or national origin.

1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job Descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.