

Full-Time Parks & Recreation Director

The City of Granger is a fast-growing community located 10 minutes northwest of the Des Moines metro. It has excellent small schools and a great mix of new and well-settled families.

We are currently accepting applications for a Full-Time Parks & Recreation Director to assist in implementation of our City missions:

- Citizen Service Excellence
- Culture of Cooperation
- Personal/Professional Development

Job Description:

This full-time position within the Parks & Recreation Department involves a wide range of responsibilities, including planning, organizing, and administering activities, coordinating park development and maintenance, overseeing the Community Center Recreational Area and Centennial Park, and participating in the planning and development of a new 26-acre city park.

Job Duty Summary:

1. Coordinate the creation, coordination and implementation of all recreational programs and events.
2. Manage the collection of registration fees for programs as necessary and maintain accurate records.
3. In collaboration with the library, manage the city's master calendar on the city website for events, programs and facility usage.
4. Oversee program coaching staff, temporary staff, volunteers and part-time custodian and work closely with community organizations to coordinate scheduling.
5. Schedule facility rentals for the park shelter, generating contract, collection of fees, and responding to facility inquiries.
6. Assist with the public works on maintenance of the parks, trails, and other recreational facilities.
7. Prepare annual recreation and community center budget, oversees the day-to-day department financial procedures and purchasing to ensure the department operates efficiently.
8. Attend monthly Parks and Recreation Board and prepare reports for the City Council and attend the regular City Council meeting to discuss if necessary.
9. Respond to citizens' questions and comments in a courteous and timely manner.
10. Other duties as assigned.

Job Requirements:

- High School Diploma or equivalent required.
- Must possess a valid driver's license.
- Must be flexible with scheduling to fulfill all job duties and responsibilities.

Preferred Experience:

- Four-year degree preferred.
- Experience working for a parks & recreation department or a municipality is highly desirable.
- Ability to manage task independently and efficiently, as well as collaborate effectively within a team environment.

Approximately up to 40 hours per week, salary based on experience. Flexibility required for evening and weekend activities, appointments and meetings. It is preferable for the candidate to reside within 30 miles of Granger, but not necessarily required. EOE.

Interested parties should submit a completed and signed application, and/or resume and cover letter to Granger City Hall, PO Box 333, Granger, IA 50109, or by email ktrzeciak@grangeriowa.org or by fax (515) 999-2988. Applications can be obtained at www.grangeriowa.org or at Granger City Hall and will be accepted until the position is filled.

