

VINTON PARKS AND RECREATION DEPARTMENT

Job Description | Assistant Director | Full-Time | Salary



Nature of Work

Under the general supervision of the Director of Parks & Recreation, performs administrative, supervisory, and professional work in the planning, development, and operation of a comprehensive public recreation program. This position has direct responsibilities in the areas of recreation programming, the community pool, and special events.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree in recreation management, park management, or related field.
- Two (2) or more years of increasingly responsible leadership experience in parks and recreation administration and management.
- Must possess and maintain a valid Iowa driver's license and be insurable.
- Must be a Certified Pool Operator (CPO) or able to obtain certification within 60 days of employment.

Example of Duties

- Plans and manages a comprehensive citywide recreation program including athletic leagues, instructional programs, day camps, and special events.
- Manages the outdoor community pool including programming, staffing, maintenance, and facility upkeep.
- Trains, supervises, and evaluates seasonal personnel; prepares work schedules and assignments; makes recommendations for hiring and termination.
- Provides risk management practices; ensures safety rules, regulations, and procedures are followed; trains staff in safety protocols.
- Performs public relations duties; responds to complaints; enforces program rules; manages disciplinary follow-up; prepares press releases, marketing materials, and publicity for recreation programs.
- Coordinates scheduling of facilities with school districts and community groups.
- Assists the Director in short- and long-range planning for recreation facilities, programs, and capital improvements.
- Provides clerical backup including phones, registrations, and recordkeeping.
- Supervises collection of fees, maintains accurate records of participants, programs, and facility use.
- Manages recreation centers and activity spaces including ordering equipment and supplies, assigning staff, hiring instructors, recruiting volunteers, ensuring security, and maintaining clean/safe facilities.
- Provides training and demonstrations for new staff.
- Keeps supervisor informed of work progress, problems, and suggestions.
- Performs other related duties as assigned.

Skills and Abilities

- Working knowledge of recreation program management, rules of a variety of sports, and risk management practices.
- Knowledge of modern office procedures, computer use, and recordkeeping; experience with ACTIVE Net or similar recreation management software preferred.
- Skill in operating office equipment including computers, calculators, copiers, and related devices.
- Ability to organize and direct recreation programs and events.
- Ability to participate in active sports and recreation activities.
- Ability to supervise staff and maintain effective working relationships with employees, volunteers, other agencies, and the public.
- Ability to follow oral and written instructions.
- Ability to communicate effectively, verbally and in writing.
- Ability to work evenings, weekends, and holidays as required.

Special Requirements

- Must possess and maintain a valid Iowa driver's license and be insurable.
- Must hold a Certified Pool Operator (CPO) certification or obtain within 60 days of employment.

Tools and Equipment Used

Examples of equipment utilized on the job include but are not limited to personal computers and software, calculator, copy and fax machines, phone, portable radio, automobile, sports and recreation equipment, zero-turn lawn mower, hand tools, gas weed eaters, and UTV.

Physical Demands

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing duties, the employee is frequently required to walk, stand, sit, and talk or hear.
- The employee is occasionally required to use hands to handle, feel, or operate tools/equipment; and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed in both office and field environments.
- The employee may occasionally work near moving mechanical parts or in outside weather conditions.
- The employee may be exposed to wet or humid conditions, fumes, or chemicals.
- The noise level is usually quiet in the office and moderately noisy in the field or recreation facilities.

Statement

This job description is not intended to be a complete statement of every task and responsibility. It outlines the major duties of the position but may require the employee to perform other tasks as necessary.