



416 9th Street
PO Box 276
Sheldon, IA 51201
Phone: 712-324-4651 Fax: 712-324-46 01
Website: www.sheldoniowa.com

POSITION OPENING: PARK AND RECREATION DIRECTOR

The City of Sheldon is looking for a dedicated individual to fulfill the role of Recreation Director. Hours vary, particularly in the summer months. Full time benefits/IPERS & a great work environment. Starting pay in the range of \$46,000 - \$51,000 DOE - will be contingent on qualifications, experience, and city council approval. Sheldon is an EOE. Open until filled. **First review will be November 29, 2022.** For application and full job description, see sheldoniowa.com. You may also stop by the City Clerk's office. Phone calls are welcome, call 324-4651 and ask for Todd. A cover letter, resume and at least three professional references are requested. Send to City of Sheldon, Attn: Todd Uhl, PO Box 276, Sheldon, IA 51201 or email to tuhl@cityofsheldon.com

Posted on 11/15/2022

CITY OF SHELDON
Job Description
Park and Recreation Director
Updated November 15, 2022

Education

- Required – A minimum of an Associate’s degree or related certification in Parks & Recreation or a related field
- Preferred – B.A. or B.S. degree in Parks & Recreation

Qualifications

- Recreation experience
- Strong verbal and written communication skills
- Ability to plan, organize, and manage time
- Strong human and public relation skills and positive, motivational attitude.

Desired Certifications or Willing to Obtain

- Lifeguard Certification.
- Lifeguard Instructor Certification

General Responsibilities

- Supervise adult and youth recreation programs.
- Create rosters and schedules for adult and youth programs.
- Assist in developing, organizing, promoting, budgeting, and maintaining balanced programs at the Sheldon Outdoor Aquatic Center and Sheldon Park & Recreation Department.
- Knows emergency safety procedures
- Communicate with members, patrons, and participants on Sheldon Rec programming
- Maintenance and custodial duties at City Parks, Sheldon Outdoor Aquatic Center, and Recreation Facilities.
- Advises the Park and Recreation Board; attends meetings are required; create the agenda and minutes; make recommendations on the park, pool, facilities, and recreation programs.
- Maintains Park & Recreation portion of city website and any department social media pages. Manages and coordinates with City Hall staff regarding use of electronic activity signup and rental system.
- Manage the relationship regarding the city’s agreement with a local motel for use of their indoor pool or future pools in partnership with outside entities.
- Manage other such agreements and relationships such as with area elementary schools, Sheldon’s high school and post-secondary schools such as NW Iowa Community College.

Supervisory Responsibilities

- Directly supervise all employees at the Sheldon Outdoor Aquatic Center and in the Parks and Recreation Department. Carries out supervisory responsibilities in accordance with the city’s policies and applicable law. Responsibilities include interviewing, hiring and training employees; addressing complaints and resolving problems.
- Evaluates staff and existing programs; performs supervisory duties including interviewing and recommending hiring, training, assigning work, discipline, evaluating, and recommending discharge.
- Prepares all regular and seasonal employee work schedules, verifying hours worked; oversees that all time card and forms are properly completed and submitted on time.

Other Duties

- Seek out and apply for grants related to parks and recreation when available.
- Operating hand and power tools, vehicles, and mowers
- Ability to frequently lift loads of 50 to 75 pounds.
- Any other duties as may be assigned by your supervisor

Requirements

- Must successfully pass a complete physical after offer of employment but before beginning employment. Paid for by the City.
- Must successfully pass a drug/alcohol screening and criminal background screen after offer of employment but before beginning of employment. Paid for by the City.
- Must be CPR certified within 6 month of hiring.
- Must become and maintain certified pool operator (CPO) and attend necessary education/development courses to main that certification within 3 months of hiring.
- Valid driver's license.
- Shall establish residency within 10 miles of the City office within the first 6 month of employment.