

Summer Recreation Director

POSITION TITLE: Summer Recreation Director

EMPLOYER: City of Hot Springs, 303 N. River Street Hot Springs, SD 57747 605-745-3135

AREA OF EMPLOYMENT: Location Varies

WORK HOURS/DAYS: Monday-Friday, some evenings required

CLASSIFICATION: Seasonal Employee; Anticipated 552 hours total

WAGE: \$13.00-\$15.00 / hour

IMMEDIATE SUPERVISOR: City Administrator

POSITIONS SUPERVISED: Summer Recreation Instructors and Assistants

SUMMARY DESCRIPTION

The Summer Recreation Director is responsible for the planning, scheduling, supervising and evaluating the Summer Recreation Program. The Director will work with the City Administrator to remain within budget. Director is also responsible for the hiring, coordination and training of Instructors and Assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Planning and scheduling activities of the Summer Recreation Program
2. Interview prospective Instructors and Assistants
3. Scheduling of personnel
4. Arranging for use of school facilities, as needed
5. Understand and be able to work within a predetermined budget
6. Responding to parent or legal guardian inquiries
7. Work with City Hall staff and volunteers in packet preparation and registration
8. Work with City Hall staff to purchase necessary equipment and supplies
9. Set up and attend safety training for summer staff
10. Maintain good public relations
11. Implement evaluation survey and collect data from participant's parents and/or legal guardians
12. Performs related duties as required

PERIPHERAL DUTIES

1. Identify and coordinate Summer Recreation volunteers
2. Coordinate and develop solutions in the event of summer staff temporary absences
3. Provide Summer Recreation program status updates to the City Council
4. Maintains personal schedule, ensuring duties are completed in accordance with established Summer Recreation program timeline
5. Always represent the City of Hot Springs in a professional and responsible manner
6. Perform all work in a safe manner

7. Strong oral and written communication skills
8. Ability to handle and maintain confidential information with appropriate level of discretion

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds.

DESIRED MINIMUM QUALIFICATIONS

1. CPR certification
2. Two (2) or more years of experience working in a recreation environment
3. Ability to use Microsoft Office Suite, including Word and Excel (preference given to applicants that have experience using the Google Suite, including conducting surveys using Google Forms)
4. Ability to email and use a computer proficiently

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. High school diploma or equivalent, associates degree or two (2) years course work in education or recreation preferred
2. Valid driver's license
3. Applicants must pass a background check
4. Self-motivated and ability to perform well with minimal supervision
5. Professional and responsible individual with the capacity to resolve complaints or concerns of parents and youth

APPLICATION REVIEW PROCESS

Formal application required, resume with experience, education, qualifications recommended; potential oral interview and reference check; job related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.