

# City of Cavalier

**Position:** Recreation Director

**FLSA Status:** Non-Exempt

**Reports To:** City Administrator



Part-time     Full-time 50% Recreation Director 50% Administrative Assistant. See

Administrative Assistant job description for duties.

**Work Hours:** In general, regular work hours are Monday through Friday 8:30 AM to 4:30 PM with an unpaid lunch break from 12 to 1 PM but are flexible and could include some weekends or evenings.

**Objective/Purpose:** Under the direction of the City Administrator and the Recreation Board, this position is a working supervisor role that plans and oversees all municipal recreation programs and activities as well as provide administrative support to the City Administrator.

## **Duties and Responsibilities:**

- Lead and supervise all recreation employees.
- Plans, schedules, oversees, and implements all recreation programs and activities.
- Provides frequent, timely, and respectful performance feedback to employees.
- Prepares annual recreation budget for review by the Cavalier City Council.
- Make recommendations to City Auditor and Recreation Board regarding capital projects and equipment purchases.
- Purchases necessary supplies.
- Regularly updates the Cavalier City Council and Recreation Board on the status of recreation programs and activities.
- Attends Recreation Board meetings, coordinates the agenda in conjunction with the Recreation President.
- Works with the City Auditor and Recreation Board to apply for, obtain, and manage grants.
- Oversees a neat and orderly storage and workspace including cleaning the auditorium.
- Oversees the hiring and training process for recreation staff and makes hiring recommendations to the Cavalier City Council.
- Oversees recreation programs and activities through personal engagement, evaluates the effectiveness of existing programs, and explores the need for and feasibility of new programs.
- Oversees and supervises maintenance of ball diamonds, skating rink, pool, auditorium, and other recreational facilities.
- Coordinates recreation activities with other organizations in the city as appropriate.
- Meets with clubs and civic groups to explain objectives and policies.
- Plans and approves promotional news releases and other public information material.
- Maintains inventory records and directs the ordering of all supplies and materials.
- Maintains the Cavlandic Bike Share program.
- Files and retrieves public records.
- Approves applications for property tax exemptions or deductions.

- Always sets example for employees by following safety precautions and procedures including wearing personal protective equipment.
- Ensures that all interactions with colleagues, municipal officials, and the public are friendly, courteous, and respectful.
- Ensures effective response to requests and concerns expressed by the public.
- Responsible for meeting all recordkeeping requirements including employee timesheets, work logs, vehicle logs, purchases, and all first reports of injury within 24 hours.
- Complies with all municipal policies and state and federal regulations.

**Knowledge, Skills, and Abilities:**

- At least 1 year of supervisory experience that demonstrates effective supervisory skills including the ability to provide timely constructive feedback preferred.
- At least 1 year of experience in organized recreation activities and programs including indoor and outdoor activities preferred.
- Must demonstrate excellent judgement, decision making, customer service, and communication skills.
- Knowledge of the methods of organizing, conducting, and supervising a recreation program or activity established to meet the leisure time and recreational needs of children, adolescents, and adults preferred.
- Must have knowledge of physical and social activities including baseball, softball, volleyball, basketball, tumbling, pool, and skating.
- Must have knowledge and understanding of budgeting.
- Must be able to bend/crouch down.
- Must be able to maintain effective working relationships with community leaders, public officials, civic organizations, and the public.
- Must be able to read, comprehend, and follow written and verbal directions and instructions.
- Must maintain safety awareness, problem solving, and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to receive and apply constructive feedback.

**Education and Training:**

- High school diploma, equivalent, or two years of relevant experience required.
- Valid driver's license and clean driving record are required.

**Tools/Technology:**

- Must demonstrate computer literacy that includes email, basic spreadsheet work, and online training.
- Must be able to use equipment including but not limited to a calculator, copy machine, fax machine, phone, and various sports equipment.

**Physical and Mental Demands:**

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Occasionally lifts and moves up to 25 pounds.
- Physical demands include frequent walking, prolonged sitting, and prolonged standing.

**Work Environment/Conditions:**

- Occasionally work near moving mechanical parts or in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

**Disclaimers:**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**Equal Employment Opportunity:**

The City of Cavalier is an equal employment opportunity employer.

**Employee Acknowledgement:**

I have received and understand the requirements, essential functions, and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

APPROVAL:

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\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor