

CITY OF CHARLEVOIX

Title: Recreation Director

FLSA: Exempt

Status: Full-time, non-union

Department: Recreation

Reports To: City Manager

Date: November 6, 2017

Position Purpose and Objectives

This service-oriented recreation professional develops and manages a comprehensive program of recreational activities for the City of Charlevoix and enhancement of recreational opportunities for children, students and adults of all ages. The Director will have management oversight over all recreational areas including the Golf Course, Marina, Burns Street Dock, and other Maritime facilities, Skate Park, Ball fields, Beach playgrounds, pavilions, Mt. McSauba Recreational Area which includes the Ski Hill, Sledding Hill, Ice Rink, Disc Golf, Trails and Day Camp and various other community recreational programs, activities and events.

The director will promote and ensure safety for participants. Departmental operations include supervision of part-time, and seasonal staff. This position requires some evening and weekend hours and accessibility by phone during non-work hours. The director works with citizen advocates to build healthy and active individuals, families, and community and maintains a safe, courteous and positive image of the City of Charlevoix with the public. The job functions below are not all-inclusive and other responsibilities and functions may be assigned as needed in the City's sole discretion. The position is a full-time, at-will position.

Essential Job Functions

- Management oversight over all recreational areas including the Golf Course, Marina, Burns Street Dock, and other Maritime facilities, Skate Park, Ball fields, Beach playgrounds, pavilions, Mt. McSauba Recreational Area which includes the Ski Hill, Sledding Hill, Ice Rink, Disc Golf, Trails and Day Camp and various other community recreational programs, activities and events.
- Hire, train, mentor, and supervise recreational personnel including setting work schedules and assignments, periodic goal setting, review of performance results and disciplinary actions up to and including dismissal if necessary.
- Develop goals and policy relating to recreational programs, activities and events.
- Develop a comprehensive program of recreational activities that meets the recreational needs of diverse community groups.
- Oversee the development, maintenance and implementation of the Recreation Master Plan.
- Monitor and evaluate the recreational needs of the community.
- Develop and implement community recreation programs including athletic leagues, instructional programs, day camps, and special events.
- Ensure that facilities for planned events are prepared and maintained and that safe procedures are followed.
- Develop marketing strategies to promote participation in recreational activities.
- Oversee all revenue producing activities including the preparation and follow up for all grant applications and the solicitation of donated dollars.
- Oversees the pavilion registration process.

- Prepare and monitor all general fund and non-general fund budgets pertaining to recreational activities.
- Develop cost-saving measures and additional revenue streams creating solvency amongst specific recreational activities.
- Prepare cost analysis reports for programs and monthly program reports.
- Respond to public inquiries about recreation programs.
- Perform or oversee the administrative tasks of the Recreation office.
- Perform public relation duties; respond to public inquiries and complaints; handle sports rule enforcement; prepare news releases, information and marketing bulletins or other publicity on recreation activities.
- Maintain and oversee all recreational activities including registration, fee collection, and selection and training of coaches and officials.
- Work with outside groups and agencies to meet the facilities needs for all recreational programs.
- City liaison to the Recreation Advisory Committee.
- Maintain awareness of current trends in industry.
- Attend meetings and complete reports as required by City Manager.

Knowledge, Skills and Abilities Preferred

- Ability to establish and maintain cooperative working relationships with City staff, Recreation Advisory Committee, other agencies, participants, instructors, community leaders, and the general public.
- Ability to hire and supervise and maintain a well-trained staff.
- Considerable knowledge of recreation philosophy, goals and objectives.
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Excellent at recreation program development and implementation based on good business sense and business planning.
- Excellent communicator, including public speaking.
- Ability to demonstrate outstanding leadership skills.
- Able to demonstrate the ability to be a creative thinker, problem solver, organizer and analytical skills.
- Ability to work independently or in a team-based environment.
- Knowledge and attitude to provide excellent customer service.
- Ability to work an adjustable/flexible work schedule and attend meetings, attend/monitor recreational events and activities outside of normal work schedule.
- Ability to be accessible by phone during non-work hours.
- Knowledge of the marketing/advertising process to promote recreational programs and events.
- Knowledge of the grant writing process.
- Competent in Windows; Microsoft Word, Excel, Publisher and PowerPoint; Website Content Management System; Social Media.
- Ability to work in an office environment and an outdoor environment including all types of weather conditions.

Preferred Qualifications

Bachelor's Degree in recreation administration, physical education, or a related field with five (5) years of experience supervising recreation programs, or any equivalent combination of education and experience. Previous staff management experience strongly preferred.

Other Requirements

The employee must occasionally lift and/or move up to 50 pounds. Employee must have a valid Michigan driver's license and access to a personal car. Ability to pass a nationwide criminal history background check.

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

City Council Approval: 11/6/2017