

Parks and Recreation Director

Distinguishing Features of the Position:

Under the supervision of the Town Manager, oversees the development, management, and operations of parks and recreational facilities. Work includes organizing, planning, coordinating, evaluating comprehensive recreation programs for the Town of Pearisburg. Work involves directing the work of support employees as well as hiring staff to operate facilities and programs. Work involves organization of leagues, development of schedules, maintenance of facilities, and supervision of employees.

List of Major Duties of the Position:

1. Administers a recreation program designed to benefit all citizens of the Town of Pearisburg.
2. Organizes sports leagues and programs, registers participants, supervises division into teams, determines schedules, supervises rules of conduct for the leagues, solicits coaches for the teams, provides for qualified officials, manages all equipment, writes and issues press releases on all league and sports activities.
3. Supervises the operation of aquatic facilities and programs, supervises all staff, determines schedules for the operation of the Town Pool, provides qualified lifeguards, and manages all equipment at the facilities.
4. Plans, formulates, and implements short- and long-term goals for park and recreation activities.
5. Establishes and implements operating policies and procedures.
6. Assists with preparation and review of operating budget and prepares capital improvement requests.
7. Serves as staff liaison with the Parks and Recreation Commission and as staff for the Town Council Property and Recreation Committee.
8. Supervises repair and maintenance of recreation/park areas, equipment, and facilities. Coordinates maintenance needs with the Building Official and Town Engineer.
9. Promotes and insures proper employee training and compliance with safety procedures; ensure all equipment, materials, and work conditions are adequately maintained to prevent accidents.
10. Hours of work may vary with program operations.
11. Develop new programs, including sports, aquatic, non-traditional recreation, and aquatic.
12. Other duties as assigned by the Town Manager

Qualifications:

Three years experience involving recreational sports, recreational programs, or operation of aquatic facilities. Associate degree in related field preferred. Any combination of equivalent combination of education and experience providing the knowledge, abilities, and skills above. Position requires high integrity, ability to deal effectively with the public and other employees.

Other knowledge, skills, and abilities:

Knowledge of administrative practices related to parks and recreation

Ability to analyze operational problems and make improvements

Ability to communicate effectively both orally and in writing

Ability to establish working relationships with department heads and community groups.

Special Qualifications:

Must possess and maintain a valid Virginia driver's license and have an acceptable driving record.

Must pass criminal records check performed by the Pearisburg Police Department.

The above job description is not to be construed as a complete listing of the assignment that may be given to any employee nor are such assignments restricted to those precisely listed in the description