

ASSISTANT PARK AND RECREATION DIRECTOR/AQUATICS COORDINATOR

The City of Jefferson, IA (Pop. 4,182) is accepting applications for a full-time Assistant Park and Recreation Director. Assists with operations of the community center, swimming pool, six city parks and various recreation programs. Duties include developing and implementing programs, ensuring proper care and use of facilities, performing front desk duties, overseeing part-time staff, and marketing the offerings of the park and rec department. Must be able to work some nights and weekends. High school diploma or equivalent required with a college degree relating to leisure studies preferred. Two or more years' experience in recreation preferred. Background in aquatics preferred. Certified Pool Operator (CPO) license required or ability to obtain license within one (1) year. Submit cover letter, resume and application to Greene County Community Center, 204 W. Harrison Street, Jefferson IA 50129, Attention Asst P&R Dir Search or e-mail Director: director@gcccjefferson.com

Benefits: Iowa Public Employees Retirement System (IPERS) and major medical.

Salary \$45,000 - \$55,000.

The position is open until filled with first consideration of applicants on August 30, 2024.

The City of Jefferson is an Equal Opportunity Employer.

POSITION TITLE: Assistant Director/Aquatics Coordinator

DESCRIPTION OF WORK:

General Statement of Duties: Performs work related to community recreation activities for the general public. Duties include receptionist responsibilities, priority of hiring and training front desk personnel, general program coordination, billing, promotion, scheduling, and registration. Works with Word, Excel, Publisher, and Recreation program software (SportsMan). Works with the Director on general pool responsibilities.

FLSA: Non-exempt

Supervision Received: Works under supervision of Park and Recreation Director

Supervision Exercised: May exercise temporary supervision over others assigned to a special project.

Examples of Duties: (This position is under the direction of the Director. Examples of the duties are listed below, and the list may not include all the duties for this position.)

1. Assists the Park and Recreation Director in determining, developing, planning, and promoting park and recreation programs.
2. Analyzes programs to ensure programs and activity offerings meet the needs and desires of the community; revises programs as needed.
3. Establishes strong relations with the public.
4. Responsible for various park and recreation programs and special events, volunteer coordination, maintaining records, monthly reports, budgetary and monetary activities.
5. Assist the Park and Recreation Director with general swimming pool responsibilities.
6. Attends monthly board meetings and records the minutes.
7. Ensures proper care and use of assigned facilities and equipment; and is partly responsible for the security of the Greene County Community Center.
8. Performs the front desk duties and responsible for part-time staff to fill the front desk duties in the evenings, weekends, holidays and other times when full-time staff is not available.
9. Responsible for the marketing of the park and recreation programs.
10. Markets recreation programs through various channels including social media; prepares program/event flyers to be passed out at the school.
11. Must be able to work some nights and weekends.
12. Performs other duties as assigned.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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, sit, talk, and 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 is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

QUALIFICATIONS FOR APPOINTMENT

Required Knowledge, Skills and Abilities: Knowledge of methods, techniques, equipment, philosophy and objectives of a variety of recreation programs designed to meet the needs of various age groups; considerable knowledge of the marketing and promotion of activities, knowledge of CPR, First-Aid, safety precautions required in recreation programming and knowledge of the practices and principles of effective office management.

Ability to plan, organize and schedule facilities and personnel, ability to establish and maintain effective working relationships with subordinates and the public; ability to identify, organize and coordinate recreation programs; ability to monitor budgetary and monetary activities.

Knowledge of the use of the following equipment; Computer, Copier, Fitness Equipment, Security System, 24/7 access system, and Audio/Visual Equipment, Calculator, Personnel Policies manual, Employee benefits manual, and Cleaning equipment.

Education: High school diploma or equivalent required. Degree in Leisure Services preferred. Background in aquatics preferred.

Experience: Two or more years of experience in recreation preferred

Preferred Training: Possession or ability to obtain

- CPR & First Aid Training,
- Lifeguard Certification.
- Certified Pool Operator.
- Required: Driver's License and an acceptable driving record.