



JOB DESCRIPTION

JOB TITLE:	Recreation Director	FLSA:	Exempt
REPORTS TO:	SLARA Director	DATE:	12/8/21
SALARY:	\$50,000 - \$62,500 DOQ		
BENEFITS:	Health, Dental, Vision, 401 K, Paid Time off		

SUMMARY:

Responsible for the coordination, administration, and supervision of all department activities, recruiting, supervising, and training of full and part-time staff, and maintaining records and reports. The Director receives supervision and assignments from the SLARA Board of Director's, however, the employee must use initiative, discretion, and specialized knowledge in the attainment of desired objectives.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Oversees and evaluates all department programs
- Oversees the SLARA website and social media accounts
- Submits and prepares payroll bi-weekly
- Prepares monthly board packets and takes and maintains minutes
- Attends participating municipalities Parks and Recreation Commission meetings monthly
- Attends SLARA monthly board meetings
- Reviews department financials to ensure all revenue and expenses are on target
- Coordinates and negotiates contract with local Drivers Education program and submits facility requests to the South Lyon Community Schools
- Submits invoices and collects payments from Drivers Education program
- Coordinates and negotiates contract with local South Lyon Aquatics program and submits facility requests to the South Lyon Community Schools
- Submits invoices and collects payments from South Lyon Aquatics program
- Schedules and manages sports field usage for the City of South Lyon Athletic fields
- Coordinates and facilitates staff meetings
- Creates layout and design for seasonal department brochure
- Tracks deferred revenue accounts in the last quarter of the fiscal year
- Serves at the departments IT liaison and addresses any office issues as they arise
- Serves at the departments payroll liaison and addresses any personnel issues as they arise
- Manages and coordinates employee benefits
- Coordinates all department marketing and promotion strategies
- Manages department Workers Compensation policies
- Manages department Liability Insurance

- Assists with the department annual audit
- Coordinates and recruits department sponsorships
- Creates annual participation reports for the board and prepares community contribution invoices
- Recruits, interviews, trains, schedules, and evaluates office staff
- Creates department budget, purchasing policies, regulations and policy recommendations
- Prepares and presents annual department budget to the board
- Prepares and maintains statistical and narrative records and reports related to recreation programs, facilities and projects.
- Research trends in the recreation field
- Provides a safe and enjoyable atmosphere at all times
- Regularly reviews and inspects facilities and equipment for any potential hazards and reports and submits repair/replacement requests to the South Lyon Community Schools or appropriate parties
- Coordinates office space lease agreement and ensures payments are made
- Maintains records for all capital purchases and department assets
- Maintains a positive working relationship with other employees and the general public
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Presents a professional image, in person, and by telephone and maintains a neat and well-groomed appearance
- Follows safety rules, policies, regulations and procedures.
- Completes and files accident reports
- Responds to public inquiries and complaints related to programs and activities to maintain good public relations.
- Promotes SLARA in the community; communicates with business and community leaders, the media, and other public officials to promote programs and fund-raising; creates and disseminates a variety of marketing materials; engages in social media to promote events.
- Works in cooperation with all South Lyon area community groups, the City of South Lyon, Lyon Township, and Green Oak Township staff
- Performs other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Administration, Leisure Services, Sports Management, or a related field; AND five (5) years of professional experience in recreation program planning and implementation AND a minimum of two (2) years professional experience in a supervisory/management role.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.
- CPR & First Aid certification within six (6) months of date of employment.
- CPRP certification within one (1) year of employment.

Required Knowledge and Skills

Knowledge of:

- Program and event development and implementation in a public agency setting.
- Community based recreation programming
- Budgetary and program planning principles and practices.
- Applicable laws, codes and regulations.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Practices and procedures relating to the work, including league scheduling, special events management, team formation, etc.
- Computer applications related to the work.
- Record management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Basic office machines and functions with the ability to learn recreation software programs.

Skills in:

- Performing cash handling and bookkeeping duties.
- Planning and directing the work of assigned staff and volunteers.
- Developing budgetary, staffing and material and equipment requirements for proposed programs and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing own work, setting priorities and meeting critical deadlines.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.
- Social media and marketing strategies.
- Enforcing departmental rules and regulations, operating procedures, and policies.
- Working independently

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit/stand for extended periods of time; agility to participate in recreation activities; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is mostly performed in an office setting. Outdoor and indoor programming requires work outside of the office setting and can include rough terrain, inclement weather, and loud noise. Position will require flexible schedule as some evening and weekend scheduling will be required.