

City Of Hebron Job Posting

Position: Parks and Recreation Director

Description: This position will be responsible for the overall management of a wide variety of recreation programs and facilities on a year-round basis. Responsibilities will include planning, budgeting, organizing, marketing, scheduling, directing, coordinating, and supervising recreation programs, special events, competitions, and related activities at parks, playgrounds, and recreation centers.

Examples of Expected Duties: Although the exact day to day duties will vary, they may include the following:

- Identifying, planning, and leading year-round activities (To include setting up activities and coordinating concessions)
- Coordinating, scheduling, and managing coaches/teams/umpires
- Working with coaches/instructors/volunteers to ensure a high-quality experience
- Supervision/Coordination of the mowing, spraying, and general maintenance of parks and fields
- Assisting with and making budget recommendations to the board
- Purchasing and managing equipment
- Monitoring cameras and reporting suspicious activity at the parks
- Compiling and reviewing participants' feedback to identify areas for improvement
- Enforcing safety regulations
- Modifying activities based on population and ensuring opportunities for all residents
- Promoting and publicizing local events and activities
- Developing and maintaining website and social media platforms
- Serving as a point of contact for the Parks and Recreation Program
- Assisting with the coordination of Stastny Center operations

Fundamental Skills: The following skills are required for success in this position:

- **Communication:** Successful candidates should have the ability to communicate with individuals of various ages and demographics and understand how to give instructions, relay safety protocols, motivate participants, and maintain safety. Excellent customer service is a must!
- **Flexibility and Problem-Solving:** Individuals should be adaptable in planning activities and finding solutions as the need arises.
- **Leadership:** In order to successfully manage a variety of programs and coordinate activities among a variety of people, leadership skills are a must.
- **Computer Skills:** Familiarity with software and operating systems as well as digital marketing will be important skills to possess for success.

Typical Qualifications: Any combination of training, education, and experience in recreation, leisure services, or a related field will be considered. Experience in recreation work, including coaching and coordinating recreational activities or experience in parks, recreation, or special event management is preferred. First Aid/CPR certification is highly recommended. Candidate should possess a valid driver's license.

Supplemental Information: While performing the essential functions of this job, the employee will regularly work both indoors in an office and outdoors in the field. Evening and weekend hours may be required to oversee scheduled activities.