

Job Title: Recreation Director
Department: Recreation Department
Reports To: Recreation Committee
Employed By: 100% City
Hours: Full Time
Filled by:
Date approved 07/22/2020, 7/08/2021
Date Started:
Present Grade:
Starting Grade:

General Statement of Duties:

This position is responsible for the administration and supervision of all youth and adult recreation programs for the City of Juneau. This person is responsible to schedule a Recreation Committee meeting once a month with a status report on all recreation functions/activities. Monthly time sheet reports will be made to the Recreation Committee and yearly reports shall be submitted to the City Council.

Distinguished Features of the Class:

- This position involves the scheduling of all adult and youth recreation year round.
- This person should have knowledge of equipment used in the recreation program.
- This person is responsible to set up gym time for open recreation for adults and youths, whether it is early in the morning or after school and evenings.
- This person will be responsible to supervise the youth at these times.
- This person is responsible to set up times, dates, coaches and/or personnel needed for each sport and for all civic activities that take place at the park, Community Center, and other park buildings.
- This person is responsible for setting up any equipment needed for recreational & civic groups. Set-up where & when events will happen.
- This person is also responsible to purchase the equipment needed for all recreational activities.
- This person is responsible to hire, fire and evaluate all umpires, coaches, scorekeepers and referees.
- Provide referees, scorekeepers and umpires as needed to run recreation programs.
- Set up bus transportation for authorized recreation activities.
- This person is also responsible to hire a summer recreation assistant and expenses shall be kept.

Essential Knowledge, Skills and Abilities:

- Complete janitorial work at Community Center in conjunction with proprietor.
- Good knowledge of equipment used in sports.
- Possess knowledge of sports and rules of the games.
- Must be organized.
- This person should have abilities in working with youth and adults.
- Skills in setting up programs.
- Be able to set up a recreational budget and stick to it.
- This person has to have the abilities to get along with the public as well as co-workers;
- Show initiative;
- Possess tact and courtesy;
- Be dependable and thorough;
- Be in general good physical and mental condition.
- CPR and first aid certified.
- Pass a public safety physical.
- A valid Wisconsin driver's license is required.

Additional Requirements and Skills:

- This person will check the Community Center and Concessions Stands to see if they are clean and everything is in working order for the purpose of recreation or rental use to the public.
- This person will be responsible in observing that equipment, park buildings, playground area & supplies in a clean, organized & safe manner.
- If repairs or cleaning is needed, this person will contact the necessary person and/or persons (generally the street superintendent) to be sure repairs and/or cleaning is completed.
- This person will also check these same buildings after they have been rented, ensure the buildings are left in good order and return deposits.

- Communication with DPW and police staff on rental dates of the Park buildings must be continuous to ensure the buildings are provided to the public on their dates reserved.
- This person will post an up-to-date weekly schedule of Recreational Events on the inside and outside bulletin boards at the Community Center and City Hall.
- During the summer, this person must also post a calendar on the Men's and Women's Softball Concession Stand outside bulletin board with dates showing scheduled ballgames and rental use of the building.
- Must maintain Team Sideline software. (i.e. scheduling, programming, etc.).
- This person must also post a calendar at the Little League Concession Stand of diamond practices and games.
- This person will also stock food supplies in the Little League Concession Stand and keep records of all expenses.
- This person must maintain Recreation Dept social media accounts
- Maintain fields and recreation grounds appearance (i.e. weeding, snow removal, etc.).
- Must interview and hire applicants for summer positions.
- Must follow S.O.P provided by Rec board.
- Must maintain bingo license, and keep up-to-date on rules and regulations when necessary.

Physical requirements:

- Ability to bend and lift 70 pounds.
- Ability to keep athletic equipment in good working order.
- Able to physically give demonstration of activity: run, jump, bend, etc.
- Creative knowledge for arts & crafts program.
- Ability to communicate verbally.
- Corrected vision and/or hearing (if needed).

The City of Juneau reserves the right to ask any potential employee to demonstrate how they can effectively perform these duties.