

City of Fort Payne

Job Announcement

Fort Payne Parks and Recreation Department

Program Director

The City of Fort Payne, Alabama is currently seeking applications for a Full-Time Program Director for the Fort Payne Parks and Recreation Department.

The Program Director shall be in charge of managing and directing all activities of the Wills Valley Recreation Center and developing/implementing new programs/events within the parks and recreation department. They are responsible for supervising a group of employees engaged in planning, organizing, and coordinating a very comprehensive municipal facility.

This job will require working nights and weekends. The minimum salary will be *\$33,453.13 to \$41,507.50* annually, but this may be negotiable based on education, experience, and other qualifications. The minimum education and/or experience required is as follows: Bachelor's Degree from an accredited four -year college or university, or two years related experience and/or training; or equivalent combination of education and experience. Experience must include recreation programming, customer service and fitness/wellness programming.

Completed applications along with resumes' and letters of interest may be sent to the following:

Robin Brothers, Director of Parks and Recreation

Fort Payne Parks and Recreation / Wills Valley Recreation Center
4220 Godfrey Avenue N.E. Fort Payne, Alabama 35967.

For more information, call (256) 844-6571.

Email- rbrothers@fortpayne.org

***** Deadline for applications is Tuesday March 5, 2019 at 5pm.*****

The City of Fort Payne is an *Equal Opportunity Employer*.

Applications are available at Wills Valley Recreation Center or online at www.fortpayne.org



CITY OF FORT PAYNE JOB DESCRIPTION

JOB TITLE.....Program Director
DEPARTMENT Parks & Recreation
REPORTS TOAssistant Parks and Recreation Director
FLSA STATUS Non-Exempt

Summary:

The Program Director shall be in charge of managing and directing all activities of the Wills Valley Recreation Center and developing and implementing new programs/events within the parks and recreation department. The Program Director serves as the membership manager for Wills Valley Recreation Center. They are responsible for supervising a group of employees engaged in planning, organizing, coordinating and administering a very comprehensive municipal facility. Work is performed under the general supervision of the Assistant Parks and Recreation Director.

Essential Duties and Responsibilities: (include the following and other duties may be assigned)

- Manages all aspects of the Wills Valley Recreation Center including membership management
- Specify staff requirements and coordinate their activities and schedules (work with fitness supervisor)
- Fill in for group fitness classes, front desk, child care etc. as needed
- Plan, coordinate, develop, market, and supervise department wide special events and programs including evaluations/reports
- Prepares press releases and fliers for events and programs
- Handle complaints, answer questions, and relay general information in a timely fashion.
- Solicit donations from Sponsors for various events from local businesses.
- Effectively communicate with all employees, members and guests
- Must be able to make presentations and work exhibit booths when needed to promote Parks & Recreation
- Exhibit exceptional behavior and leadership abilities, be a self-starter and team player
- Ensure compliance with insurance, legal, health and safety obligations.
- Assures the cleanliness and safety of Wills Valley Recreation Center
- Supervise the scheduling rentals and school use of the recreation center, park reservations and pool rentals
- Writes, types, or enters information into a computer to prepare correspondence or other documents
- Cross train with administrative assistant
- Monitors Inventory and purchases supplies.
- Assists with keeping social media up to date and promoting department
- Attends and participates in professional group meetings; maintain awareness of new trends and developments

This list may not be exhaustive or comprehensive in nature and other duties or responsibilities may be assigned as needed.

Supervisory Responsibilities:

Directly supervises full time, part time and seasonal employees assigned to Wills Valley Recreation Center. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but are not limited to; interviewing, hiring and training employees, planning and assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment: (include physical demands)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The employee is occasionally exposed to wet and / or humid conditions, outside weather conditions and extreme heat and / or cold. The employee is occasionally exposed to moving mechanical parts, fumes, airborne particles and vibration. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is frequently required

to stand, walk, use hands and fingers, to handle, or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch, talk, hear, taste, and smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth vision and ability to adjust focus.

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass drug/alcohol screening.

Education and Experience:

Bachelor's Degree in recreation or related field with two year's related experience and/or training; or equivalent combination of education and experience. Experience must include recreation programming, customer service and fitness/wellness programming.

Certificates, Licenses, Registrations:

Required

- Valid Alabama Driver's License
- CPR/First Aid Certification

Preferred

- Group Fitness Instructor
- Alabama Recreation & Parks Association PRC or CPRP –or be able to attain within three years

Required Knowledge, Skills and Abilities:

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers and the general public.

Mathematical Skills:

Have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs

Reasoning Ability:

Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with issues as each situation dictates. Ability to handle multiple projects at the same time.

Computer/Technology Skills:

Proficient in using computer and programs such as Microsoft office suite, CivicRec or comparable membership management software. Proficient in social media and graphic/flyer publishing.

Position Specific KSA:

Knowledge of recreational programming. Ability to instruct/facilitate recreational and fitness programs. Proficient in supervising, delegating and time management.

THE CITY OF FORT PAYNE IS AN EQUAL OPPORTUNITY EMPLOYER

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor

Employee Supervisor: _____ Date: _____

Supervisor Signature: _____ Date: _____