

**CITY OF ALVA
JOB DESCRIPTION**

TITLE: Parks and Recreational Assistant Director
DEPARTMENT: Alva Recreation Center
REPORTS TO: City Business Manager
FLSA STATUS: Exempt
GRADE: 7
SALARY:

NATURE OF WORK

The Parks and Recreational assistant director position is that of a supervisor in the City of Alva and is responsible for administration and planning for City parks and recreation facilities and for development and administering a well-rounded recreation program; capable of meeting the leisure time and recreational needs of the Alva residents. The supervisor is required to exhibit independent judgment in the performance of tasks. Duties may require the supervisor to consider and weigh many factors related to planning, developing, and coordinating programs and activities before a decision may be reached. Work is performed under the general supervision of the City Business Manager who reviews work through conferences and by observation of parks and recreation programs.

ESSENTIAL JOB FUNCTIONS

1. Responsible for all job duties when the director is absent.
2. Works with the director in scheduling practices, games, leagues, and tournaments
3. Responsible for mowing and weed eating park when needed.
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5. Working nights and weekends inside or outside in concession/supervising activities scheduled
6. Cleaning up building after tournaments
5. Reports directly to the Recreation Director with any problems that arise from day to day operations
6. Maintain the website, upload all schedules, flyers, news, updated and post scores.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

High School education or GED and four (4) years of experience in supervising recreation programs, or any equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITY

Receives general direction from the Director.

Exercises supervision over park maintenance staff and park administrative staff.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Possession of, or ability to obtain, an appropriate, valid Oklahoma driver's license.

Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports; working knowledge of modern office procedures

Skill in operating a variety of office equipment; PC experience a plus.

Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work night shifts; ability to work weekends; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

KNOWLEDGE, SKILLS AND ABILITIES

This person is in direct contact with the public and should act accordingly, dealing with the public requiring tact.

Assistant Director should be able to work effectively with staff causing a minimum of conflict.

Must work and communicate in harmony with all types of people.

This person must maintain socially acceptable verbal and appearance standards.

PHYSICAL/MENTAL REQUIREMENTS

Work requires some physical effort in making repairs to equipment. Assistant Director is subject to long hours on occasion and may be under stress to meet deadlines

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Work is a combination of Indoors in pleasant surroundings and outdoors in pleasant and unpleasant surroundings.