



JOB TITLE: Recreation Director
DEPARTMENT: Recreation
REPORTS TO: Township Administrator
FSLA STATUS: Salary, Exempt

POSITION SUMMARY

Under the supervision of the Township Administrator, the Recreation Director manages and supervises the daily operation of the Recreation Department. The Recreation Director plans and implements a recreation program; manages various recreation programs, special events and schedules sports fields seasonally with local, youth sports leagues; ensures smooth operation and communication between respective parties; handles programming questions and challenges; oversees department budget; and other assigned duties as needed.

SUPERVISION EXERCISED

- Oversees all recreation employees including three full time staff members and several part time and seasonal staff.

EDUCATION/EXPERIENCE

- Graduate of accredited four-year college or university with a degree in recreation education, recreation administration or a closely related field.
- A minimum of three (3) years experience in a public sector or not-for-profit recreation agency; or any equivalent combination of accepted education and experience that would provide the applicant with the knowledge, skills and abilities required for the position.
- Certified Leisure Professional (CPL) or Certified Park and Recreation Professional (CPRP) preferred.

MINIMUM ACCEPTABLE CHARACTERISTICS AND ABILITIES

- Thorough knowledge in the principles and practices of recreation program development and management.
- Thorough knowledge of federal, state, and local laws, regulations and standards relating to recreational programming.
- Thorough knowledge and skills to provide a wide variety of activities that meet participant needs and interests.
- Considerable knowledge of budgetary processes.
- Ability to solve complex problems.
- Ability to make effective and sound decisions.
- Ability to respond to routine inquiries and the concerns of the public in a professional manner.
- Ability to work a flexible schedule, including some evenings and weekends.
- Ability to plan, organize and evaluate the work of others.
- Ability to maintain effective working relations within the organization and with other organizations.



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Job Description

- Ability to articulate and be an effective communicator, both orally and in writing, capable of making effective public presentations.
- Ability to project a strong professional appearance and personal demeanor.
- Ability to demonstrate proficient use of computers and software programs.
- Ability to establish and maintain effective working relationships with co-workers, vendors, and the public.
- Demonstrates flexibility and cooperative attitude when faced with change
- Working knowledge of office automation and Microsoft Office software products.

ESSENTIAL FUNCTIONS AND DUTIES

- Supervises, coordinates, and organizes work of Recreation Department and that of subordinate employees.
- Interprets policy and provides direction to ensure that departmental work activities comply with Administrator and Board of Trustees policy, Resolutions, and directions.
- Participates in the development, administration, and follow-up of a comprehensive and evolving recreational program.
- Supervises contractual positions and agreements.
- Assists with recruiting and training of staff within the Recreation department.
- Works effectively with Service Director (or designee) to develop programs in the parks, including special events and other events requiring departmental cooperation.
- Prepares departmental budget, monitors fiscal activity of the department, and submits requisitions for departmental purchases.
- Develops and maintains positive communications with community organizations, including school districts and athletic associations.
- Prepares and submits monthly and annual reports on departmental activities.
- Manages human resource functions for department as directed and dictated by personal policies adopted by the Board of Trustees.
- Establishes general policy and procedures for the department with approval of the Administrator and Board of Trustees
- Acts as Township liaison with citizens, citizen groups, public agencies, and officials on recreation issues as they relate to the Township.
- Oversees all township facility rentals including the Civic Center, Leming House, and Park Pavilions.
- Approves and monitors all Special Event Requests that involve the parks and other Miami Township facilities.
- Oversees the Miami Township Community Garden and promotes new membership.
- Performs special projects as needed and/or requested by the Administrator.





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- Monitors registration and attendance of classes and programs, assesses feasibility and public interest and timely cancels classes and programs if necessary
- Assists the Multimedia Manager with publication of events through press releases, press packages and personal media contacts.
- Maintains and builds relationships with the Milford High School teachers who facilitate the Key Club and Nation Honor Society students who volunteer at community events.
- Maintain professional awareness through membership and conference attendance with Ohio Parks and Recreation Association, National Parks and Recreation Association, and other related professional organizations.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.

DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.

 Signature

 Printed Name

 Date

DATES AND APPROVALS

Authorized by:



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