

**MAJOR FUNCTION**

This is responsible professional, administrative and supervisory work in the direction of a comprehensive program at a small to medium size City Recreation Center. Work involves developing and administering a budget and planning, developing, organizing, supervising and managing a comprehensive arts & crafts program, leisure or recreational activities or programs. Work is performed under the general supervision of the Superintendent-Recreation, however, the employee must exercise considerable independent judgment in carrying out assignments. Work is reviewed through conferences, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs and supervises recreation center activities or programs at facilities within designated communities; promotes and coordinates activities for center and other facilities within designated communities. Studies recreation needs of the assigned area and interprets objectives of the department to the public. Coordinates and directs the recreational programs in the center. Promotes programs and activities with civic and other groups to create interest and obtain participation in recreation programs. Prepares reports of departmental operations. Prepares and monitors budget, and procurement procedures for the center. Interviews, hires, evaluates and supervises full-time, part-time center staff, interns, and field work students. Prepares publicity releases and speaks to groups concerning recreational programs and activities at the center. Issues equipment and performs evaluations on results of programs. Instructs and takes part personally in recreational programs. Arranges for equipment, facilities, and supplies as needed for center activities. Performs related work as required.

**Other Important Duties**

Attends staff meetings, workshops and conferences. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the modern principles and practices of recreation, with emphasis in initiating, planning, developing and executing specialized recreational programs and activities at a small to medium City recreation facility. Considerable knowledge of facilities and materials required to carry out recreational programs and special events. Considerable knowledge of the policies, procedures and practices of the department. Considerable knowledge of the budget process and principles and practices of office management. Ability to utilize creativity and imagination in the development of recreational programs in a community. Ability to train, guide and supervise a staff of subordinates and volunteers. Ability to present recreational programs effectively, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work.

**Minimum Training and Experience**

Possession of a bachelor's degree in leisure services, physical education, recreation, or a related field and two years of professional experience that includes recreation administration, teaching physical education, coaching or administration of a recreational program; or possession of a bachelor's degree in business or public administration or a related field and three years of the above stated experience; or an equivalent combination of training and experience.

Dorothy Oven Park: Possession of a bachelor's degree in leisure services, physical education, recreation, or a related field and two years of professional experience that includes recreation administration, teaching physical education, coaching or administration of a recreational program; or possession of a bachelor's degree in business or public administration, hospitality management or a

related field and three years of professional experience that includes customer service, business, facility management, hospitality, or event planning; or an equivalent combination of training and experience.

Lafayette Arts and Craft Center: Possession of a bachelor's degree in leisure services, recreation, art administration or education, or a related field and two years of professional experience that includes recreation administration, managing an art studio or fine arts facility, or teaching or administering arts and crafts programs, or an equivalent combination of training and experience.

Necessary Special Requirements

Must obtain CPR and First Aid Certifications within one year of employment as a condition of continued employment.

Must possess a valid Class E State driver's license within six months of initial appointment.

Established: 03-08-90  
Revised: 04-19-04\*  
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11-02-09\*  
09-26-12  
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