



**Recreation Director
Canal Winchester Joint Recreation District**

Contact Name: Will Bennett

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Closing Date: Open until filled

Salary: \$65,000 - \$72,000

Description:

Job Title: Recreation Director

Under the general direction of the Canal Winchester Joint Recreation (CWJRD) District Board of Trustees, the Recreation Director provides leadership and direction to the organization and interprets the goals and policies.

This position will collaborate with the city and school counterparts to plan, develop, and administer recreational programs for the CWJRD. The Recreation Director is responsible for all personnel, financial and budgetary management, policy development and community relations functions of the CWJRD.

Classification: Full-Time, exempt

Essential Functions:

- Supervises assigned staff (e.g., recommends and develops policy; interviews applicants; recommends hiring, discipline, and firing; leads, motivates, collaborates, empowers, rewards, coaches, and praises; trains and instructs employees; assigns and directs work; appraises and evaluates performance; addresses complaints and resolves problems); directs day-to-day operations of the CWJRD; works in collaboration with the Board of Trustees, City of Canal Winchester, Canal Winchester Local Schools District on long-range goals; plans and implements short-term or annual goals, objectives, and strategies for the department, project, or program to ensure efficient organization and completion of work; develops strategic plans; develops and monitors budget.
- Prepares annual operating budget; monitors expenditures to ensure expenses do not exceed appropriations; approves or denies request to purchase equipment and supplies; estimates costs for new programs; prepares records, reports, and other documentation (e.g., operational, financial, programmatic, etc.); formulates, develops, implements, and

reviews short and long-range department goals and objectives; conducts assessments of the CWJRD's needs.

- Serves as spokesperson for the CWJRD and provides customer service to the public.
- Meets with community organizations, citizen groups, schools, vendors, and local media in order to discuss department-related issues or disseminate information related to the essential position functions; responds to questions and requests and attempts to resolve problems; prepares marketing and promotional campaigns for programs, and services.
- Maintains licenses and certifications as required, if any.
- Responsible for ensuring a safe environment in all facilities associated with the CWJRD. Evaluate physical condition of park and recreation property for safety concerns, repair needs and consults with the City of Canal Winchester and Canal Winchester Local School District on improvements in line with best practices in recreation management.
- Plan, develop, and implement recreation programs and special events based on community demands.
- Researches grant and alternative funding alternatives, prepares grant applications, and makes presentations. Oversees the expenditure and accounting of grant funds and ensures compliance with grant requirements.
- Fundraise as necessary within the local community
- Communicate professionally and effectively with staff, volunteers, participants, parents, and community.
- Maintain and promote a positive professional image with the community.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Organize, promote and keep public record of monthly Executive Board Meetings.
- Serve as public records request liaison.
- Recruit, train, supervise, and evaluate staff and volunteers which may include sport commissioners, referees, program instructors, coaches, and other support staff.

Knowledge / Skills / Experience:

- Bachelor's Degree in Parks Management, Outdoor Recreation, or closely related area is preferred.
- Five years of experience in parks and/or recreation management with responsibility for park field management, park development, personnel management, and financial management.
- Ohio Joint Recreation District experience preferred.
- A combination of education and/or experience may be considered.
- Ability to work independently and as a team member.
- Ability to establish and maintain effective working relationships with personnel, other agencies, and the public.
- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the CWJRD.
- Understand and exhibit behavior consistent with the values of CWJRD.

- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Demonstrate decision making, conflict resolution, negotiation, and organizational skills.
- Demonstrate management and supervisory skills.
- Ability to communicate effectively, verbally, in writing and through presentations.
- Knowledge of Word, Excel, social media and on-line recreation software applications.

Working Conditions:

- Works in office conditions and the various parks and recreation locations.
- Works outside in varying weather conditions.
- Exposure to people from all social, economic and cultural backgrounds
- Exposure to equipment where risk exists of getting burned bruised or scraped.
- Exposure to environmental allergens such as grass, weeds and pollens.
- Must be willing to work weekends evenings and holidays to meet the needs of the position

Perspective candidates must successfully complete all pre-employment and post-employment screenings including, background checks and drug screening.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of the job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position.

Employees holding this position will be required to perform any other job-related duties or tasks as requested by management and/or the CWJRD Executive Board.

CANAL WINCHESTER JOINT RECREATION DISTRICT
An Equal Opportunity Employer