

HOLCOMB RECREATION COMMISSION
Job Description

Position: Sports & Aquatics Director

Exempt or Non: Exempt

Reports to: Recreation Director

Work Schedule: Flexible, some weekends and evenings

Revised: 10-2-17

Full or Part time: Full

Essential Functions

- General responsibilities include the leadership, management, and supervision of youth and adult programs, and the aquatics department.
- Assures a competent and well-motivated staff through recruitment, selection, training, scheduling and on-going development and evaluation of all part-time employees and volunteers needed for each of the programs and activities.
- Assures that all programs and activities stay within established guidelines through proper preparation of budget, efficient and effective purchase of equipment, supplies, and utilization of staff so as not to exceed budget limitations.
- Cooperates with fellow staff, school district, Garden City YMCA, Garden City Rec. Commission and other community agencies/organizations to assure facilities are utilized at the maximum level of efficiency, and that all such facilities are adequately supervised and maintained during all programs and activities sponsored by HRC.
- Remains abreast of current developments and trends related to the profession through certification in appropriate programs and attendance at local, state and national professional enhancement workshops and seminars.
- Seeks to provide programs that involve all community members regardless of race, sex, religion, ect., and assures that each citizen is afforded an equal opportunity to participate.
- Is proficient in the use of a computer and software.
- Maintains accurate and organized files that provide for efficient information access.
- Availability to work long and non-conventional hours and schedules when needed.
- Responsible for duties as assigned by the Director.

Nature and Scope:

- This position operates within the Recreation Commission's plan, to organize and direct recreational programs designed to improve the quality of life in our community.
- Duties include all facets of running each program or activity from participant registration, to securing needed equipment and supplies, placement of participants in proper program settings, establish practice schedule/game schedule when needed, hiring, training, and scheduling of staff, creating and operating within budget guidelines, implementing any changes or modifications as needed in each program to keep up with current trends or community needs and evaluating each program. Keep facilities and equipment clean and in optimal operating condition.
- Expected to provide reports, information and data as directed in a timely and orderly fashion. Must also provide organized, comprehensible information to part-time staff

- and volunteers through use of proper communication tools that allows maximum programming efficiency for all participants.
- Requires efficiency in time-management skills, the ability to plan ahead and to organize responsibilities on a daily, weekly, monthly and yearly basis.

Qualifications:

Education- Any combination of education and experience equivalent to a bachelor's degree in Recreation or a closely related field. Minimum of 1 year experience directly involved in recreation and aquatics programming and management.

Training- Certified or willing to get certified as an instructor in CPRP, First Aid, Red Cross Lifeguarding, NYSCA Coaches and Parents training.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____