

Job Description: Assistant Recreation Director

Position Title: Assistant Recreation Director

Department: Parks and Recreation

Reports To: Recreation Director

FLSA Status: Non-Exempt

Position Summary

The Assistant Recreation Director supports the Recreation Director in planning, coordinating, and supervising recreational programs, activities, and facilities to meet the community's diverse needs. This role requires leadership, organizational skills, and a passion for community engagement to promote active lifestyles and foster inclusive recreational opportunities.

Key Responsibilities

1. Program Development and Management

- Assist in developing, implementing, and evaluating recreational programs and events for all age groups and abilities.
- Monitor program participation and recommend adjustments to ensure effectiveness and community relevance.
- Coordinate with schools, community organizations, and other agencies to enhance program offerings.

2. Facility and Resource Oversight

- Support the management and scheduling of recreation facilities, fields, and equipment.
- Ensure facilities are maintained in a safe and clean condition, coordinating repairs and improvements as needed.
- Assist in managing vendor relationships and securing necessary supplies and equipment.

3. Staff Supervision and Training

- Recruit, train, schedule, and supervise part-time staff, seasonal workers, and volunteers.
- Provide ongoing coaching and performance evaluations for staff under supervision.
- Foster a positive, inclusive, and professional work environment.

4. Community Engagement

- Serve as a liaison to the public, addressing inquiries, concerns, and suggestions related to recreation programs and services.
- Promote recreational activities through marketing, social media, and community outreach.
- Collaborate with local businesses and organizations to secure sponsorships and partnerships.

5. Administrative Duties

- Assist in preparing and managing budgets for recreation programs and events.
 - Maintain accurate records, reports, and evaluations of programs and participation.
 - Ensure compliance with organizational policies and safety regulations.
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Qualifications

- **Education:** Bachelor's degree in Recreation, Physical Education, Sports Management, or a related field.
 - **Experience:** At least 2-3 years of experience in recreation programming, facility management, or related areas.
 - **Skills:**
 - Strong organizational and leadership abilities.
 - Excellent communication and interpersonal skills.
 - Proficiency in computer applications, including Microsoft Office and recreation management software.
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Work Environment

- Combination of office and outdoor settings.
 - Occasional evening, weekend, and holiday hours required to support events and programs.
 - Ability to lift up to 50 pounds and work in various weather conditions may be required.
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Salary: Commensurate with experience and qualifications.

Application Process:

Interested candidates should submit a resume, cover letter, and references to Sheila Jefferson at sjefferson@jaspercountygga.org