



## Recreation Director Job Description

**Position:** Parks Recreation Director  
**FLSA:** Non-exempt; Full-Time; Hourly  
**Department:** Parks and Recreation  
**Reports To:** Park Director and Park Board  
**Hours:** 40 hours/week generally  
**Pay:** \$27.22/hour

### Position Summary:

- Responsible for the creation, management, and supervision of recreational activities to include the overall development, planning, coordination, and implementation of all services related to recreational programs while reporting directly to the Park Director.

### Essential Duties and Responsibilities:

- Responsible for the creation, planning, budgeting, expenditures, and implementation of recreational programming in an organized and efficient manner.
- Develops program goals and objectives to meet Park Department Master Plan and community needs.
- Develops policy and procedures for recreational programming.
- Supervises and assigns tasks for personnel involved in the recreational leagues, programs and activities sponsored by the Bedford Parks Department.
- Oversees, supervises, and coordinates the daily activities at the John Lowry Municipal Pool.
- Oversees, supervises, and coordinates the daily activities of the Bedford Softball Association.
- Ensures that activities sites, facilities and all related materials are in good and safe condition.
- Responsible for public relations duties regarding Park activities and programs by marketing public involvement, development of informational material and public speaking engagements.
- Performs other related duties as set forth by the Park Director and provides support to the Department as needed.
- Provides quotes and bids for league and facility equipment for budgetary purposes.
- Serves as a liaison to community groups such as to coordinate facility usage and leagues.
- Serves as a liaison to mortuaries, families, grave diggers, and monument companies for Beech Grove Cemetery:
  - Maintains records of burial plots and ownership;

- Works with contracted personnel to locate gravesites for upcoming burials;
- Locates burial plots for headstone placement.
- Enhance departmental performance standards by:
  - Performing as a team player;
  - Maintaining a level of reliability that generates stability to the department;
  - Meeting or exceeding established departmental performance standards;
  - Fostering a spirit of cooperation.
- Contribute to departmental efficiency by:
  - Understanding and effectively communicating departmental policy and procedure;
  - Clearly communicating concerns and questions to supervisor; suggest procedural changes;
  - Soliciting guidance from supervisor and co-workers when uncertainty arises.

### **Qualification Guidelines:**

- The knowledge and abilities which are required to perform the duties and responsibilities of this position are:
  - Ability to plan and coordinate recreational, educational, and social activities for all age groups;
  - Ability to communicate, both written and verbal, to a level necessary to convey information in a clear, concise, and persuasive manner;
  - Possess organizational skills necessary to plan and coordinate tasks related to recreational programming;
  - Ability to function within a team environment and coordinate tasks among multiple organizations to achieve a common goal.
- The education and/or experience required to perform the duties and responsibilities of this position are:
  - Bachelor's degree in Parks and Recreation or related field is preferred;
  - 2-5 years of experience in development and management of recreational activities is acceptable.

### **Physical Tasks and Working Conditions:**

- The physical demands describe here represent those that must be met by an employee to successfully perform the essential functions of the job:
  - Candidate is frequently required to walk, sit, talk, and hear.
  - The employee is occasionally required to use hands/fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
  - Candidate may occasionally be required to climb, balance, stoop, kneel, crouch, or crawl.
  - Candidate may occasionally lift and/or move up to 40 pounds.
  - Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
  - Candidate will be working inside an office setting as well as outside in all weather conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

- Candidate must be able to meet the physical requirements and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

**Special Requirements:**

- Candidate must have reliable transportation and a valid and appropriate Indiana Driver's License with acceptable driving record at time of appointment and throughout employment in this position.
- Candidate must undergo background checks and pre-employment drug screen after a conditional offer to hire.

**Benefits:**

- Candidate will be eligible to receive all current city employee benefits as discussed in the interview.

**General Information:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.
- The City of Bedford has a Substance Abuse Testing Policy. This policy applies to all employees of the City of Bedford. Pre-employment testing and random testing during employment in accordance with this policy will apply.