



New Hanover Township Job Description

Job Title: Parks & Recreation Director
Category: Exempt

Department: Parks & Recreation
Supervisor: Township Manager

POSITION SUMMARY:

The Parks & Recreation Director is responsible for the operation of the Parks & Recreation Department which includes a variety of managerial and community oriented abilities and performing manual labor activities as needed and/or required by the Parks & Recreation Department.

ESSENTIAL DUTIES & RESPONSIBILITIES:

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

- Plans, organizes, promotes and evaluates the total facilities and the recreation programs conducted at the Recreation Center and other facilities throughout the Township;
- Oversee implementation and administration of all special events sponsored by the Park & Recreation Department;
- Interviews and participates in the selection process of part-time and seasonal employees; activity specialists, playground personnel and pool staff;
- Trains and supervises part-time and seasonal employees in duties and responsibilities;
- Supervises the maintenance of the recreation buildings, fields, facilities and pools;
- Maintain the overall operations of the Hickory Park Swimming Pool including but not limited to: adjust or repairs to pumps, valves, filters, chlorinators, and water flow meters; tests chlorine, ph and temperature levels of pools. Add chemicals and adjust equipment and controls to maintain proper levels;
- Manage, direct and organize park maintenance activities including the maintenance and landscaping of parks, township buildings, athletic fields and medians; make periodic inspections of the park facilities and maintenance equipment to ensure employee and public safety;

- Reports unsafe conditions, requisitions and inspects repairs;
- Act as a Department liaison to other government committees, friends groups and youth sports organizations;
- Establishes inter-agency cooperation in servicing the recreation needs of the physically and mentally handicapped;
- Prepares and oversees the total budget for operation of the Parks & Recreation Department;
- Directs, controls and accounts for expenditures of departmental funds in accordance with budget appropriations;
- Studies and reports future parks and recreation trends and how they will affect the community; develop goals and objectives;
- Prepares monthly reports pertaining to recreation activities and programs;
- Attends meetings of the Board of Supervisors;
- Attends day/evening meetings for citizens committees, commissions and boards as directed by the Township Manager;
- Serves as technical advisor and consultant to the Parks & Recreation Committee;
- Administers seasonal contracts and agreements with sport organizations, including maintenance agreements with such organizations;
- Other duties as assigned.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor Degree in Recreation & Parks Administration
- A minimum of three (3) years of recreation experience in a supervisory capacity
- Must have a valid PA Driver's License
- Possession of the Aquatic Facility Operator (AFO) Certification offered by the National Recreation and Parks Association or obtain it within six months of hire

NECESSARY OCCUPATIONAL TRAITS:

- Proficient knowledge in the use of pertinent computer software, including, but not limited to, Microsoft Outlook, Excel and Word.
- Ability to communicate effectively;
- Ability to interact with people at all levels;
- Knowledge of pertinent federal, state and local laws, codes and regulations;
- Knowledge of methods and techniques used in estimating time and materials for grounds maintenance activities;
- Knowledge of county and state health codes and regulations pertaining to the operation, servicing, and sanitation of public swimming pools;
- Knowledge of safety procedures related to pool operation and maintenance;
- Knowledge of equipment, chemicals, and tests used to maintain specified chlorination level, ph balance, temperature and purity of swimming pool water;
- Ability to operate and adjust swimming pool equipment in accordance with water tests and pool usage.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to visit all parks and open space areas in the Township; must be able to stoop, bend, sit, stand, walk, lift up to 50 lbs, push, pull; must be able to withstand variation in weather; must reside in New Hanover Township or in approved 20 surrounding communities; must have first aid and AED training.

SELECTION GUIDELINES:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

Applicant's Signature: _____

Date: _____