

Senior Recreation Director (2446)
Task List 2020

1. Conducts research by completing steps such as: monitoring patron interests, needs, and wants; reviewing new trends in cultural and sports fields; checking what other agencies are offering; and soliciting information from businesses and other community groups in order to plan programs, services, and activities that are appropriate to their area/recreation center.
2. Prepares for municipal and youth sports leagues by completing steps such as scheduling facility for use or finding another available location; collecting registration fees; recruiting volunteers for coaches and officials; selecting teams uniformly as in a draft; ordering uniforms and trophies; scheduling games and practices; assigning coaches to games; setting up fields; and plans tournaments and awards day in order to meet the programming needs of and promote good sportsmanship in the community.
3. Writes a budget, schedules dates, time and locations, provides supplies, equipment, food, and awards, and markets and advertises various activities such as preschool graduations, holiday and spring shows, team tournaments, dance recitals and banquets in order to prepare culminating events for participants and volunteers.
4. Defines a target group such as a ballet class or soccer clinic then finds an instructor, coach or official, and provides equipment and supplies in order to set up programs, classes, and events.
5. Estimates expenses such as costs for teachers, supplies, equipment and administration in order to establish program budgets and appropriately set fees.
6. Writes memos such as responses to community leaders, police, schools, and churches by writing narratives (i.e., a few paragraphs), including justifications for potential programs, budgets, and fee schedule changes in order to provide information.
7. Records statistical information such as registration and participation rates in order to monitor and share information.
8. Conducts evaluations of programs and staff such as teachers and coaches in order to evaluate the benefits of programs, measure staff performance and gauge patron satisfaction.
9. Coordinates and conducts various community special events such as shows or tournaments by focusing on responsible budgeting/staffing/organizing/marketing practices and schedules a date and location, identifies the target group and size, requests funds from the special funds budget and seeks approval from district supervisor in order to foster community cohesiveness and ensure financial compliance with Department of Recreation and Parks policies.
10. Grants facility permits by looking at factors such as availability of space and/or staff; determines fees according to department policy; verifies and collects payments; verifies the groups needs to meet the requirements to rent; verifies insurance and checks after event

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to determine refunds when necessary in order to maintain Department of Recreation and Parks policies and procedures.

11. Inspects facility grounds and checks for unsafe conditions such as park grounds tripping hazards and graffiti then submits necessary job work orders to the appropriate staff in order to maintain a safe environment for staff and patrons.
12. Monitors and reports illegal activities to the police in order to comply with governmental codes, ordinances or laws, resolve issues and keep recreation centers safe for staff and patrons.
13. Responds to accidents such as those involving full-time, part-time or non-employees then fills out the appropriate Workers' Compensation forms (e.g., an accident report) when an injury occurs, inspects site of accident, provides direction, notifies emergency services and family members when medical attention seems required, and provides first aid (i.e., bandages, ice, etc.) in order to follow Department of Recreation and Parks procedures and ensure the safety of staff and patrons.
14. Identifies, reviews, and verifies response procedures for events such as emergencies in order to ensure preparedness, coordinate with other City personnel, and maintain safety of staff and patrons.
15. Converses with people such as business owners, community leaders and members of the public (in person, on the phone and/or through email/text) and acts as a liaison on behalf of the Recreation and Parks Department in order to provide information and community services.
16. Listens to and addresses complaints from patrons or employees that arise regarding recreation center use or other activities, such as flooding due to broken pipes, permit fees, dogs off leash, and investigates circumstances then makes recommendations to supervisor in order to resolve issues.
17. Speaks in public at events such as community meetings in order to present information about center activities/programs and to generate community interest/participation.
18. Attends community meetings and functions for groups such as neighborhood councils, chambers of commerce, clubs, churches or schools and participates on committees in order to gather/share information and acts as a recruiter/facilitator for the local park advisory board.
19. Attends mandatory district/region meetings and gathers/exchanges information such as changes to operations and/or new policies in order to share information with part-time employees
20. Records and monitors information regarding staff hours, seniority list, and declinations such as ensuring proper accounting and work hours are posted in order to accurately fill out timesheets.

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21. Delegates tasks to staff such as center coverage, selecting instructors/teachers for classes, league coordination, special event coordination and maintenance of facility in order to develop an efficient workforce in service to the community.
22. Conducts meetings such as staff meetings and provides on-the-job training, sets a role model, and provides examples in order to train staff and volunteers.
23. Recruits and interviews candidates for positions such as instructors, teachers and camp counselors in order to maintain facility workforce.
24. Documents incidents such as complaints, counsels employees when needed and takes action through the use of progressive discipline (full-time employees) and work directives (part-time employees), as necessary, in order to ensure compliance with City and Department of Recreation and Parks policies.
25. Tracks and maintains the number of part-time hours to use for different activities in order to budget allocated hours within specified accounts such as sports events, classes, special events.
26. Collects fees and issues receipts for registration of programs such as classes, sports leagues, summer camp, child care, and permits in order to maintain a balanced budget.
27. Manages municipal records funds in Municipal Recreation Program books for items such as cash receipt transmittal forms for online registration, adds up cash and checks, fills out deposit slips, and takes deposits to the bank for all funds received in order to comply with City and Department of Recreation and Parks policy and procedures regarding accounting and record keeping.
28. Spends money from allocated budget and center-generated funds for needs such as part-time staff hours, purchases of new equipment, materials, supplies and field trips in order to provide quality programming to community patrons.
29. Reconciles facility Municipal Recreation Account book in order to ensure accounts are properly balanced.