

Youngstown Recreation Director (Part-time) Job Description

Immediate Supervisor: Recreation Commission Chairperson

General Responsibilities:

The director is responsible for reporting monthly to the Recreation Commission and having weekly contact with the Recreation Commission Chairperson. He/she is responsible for the provision of support and service delivery for individuals within the community and must have the desire and capacity to initiate and maintain programming growth and development.

The Director must have the ability to initiate and maintain quality relationships with colleagues, staff, and the community; must be willing to participate in recreation programs as necessary; must be capable of making sound decisions for the benefit of the Youngstown Recreation program; and must have excellent organization and management skills.

Overview:

- Planning and implementation for the athletic and playground programs including tennis, basketball, floor hockey, toddler program, arts & crafts, etc
- Hire staff and schedule work hours
- Coordinate and oversee all staff, including snack bar
- Schedule for athletic activities
- Coordinate registration for activities
- Oversee scheduling of park programs and activities, including Falkner Park Children's Summer Program and the Nickel Carnival
- Maintain the gym schedule
- Assist in promoting safety practices during activities and inspect area for safe conditions
- Supervise the conduct of participants using facilities under municipals charge
- Work with the Recreation Commission with the planning and promotion of special events/activities including the annual Halloween Party, Holiday in the Village, Community Picnic, the Nancy Price 5K Race, Celebrity Bartending Event, etc

- Coordinate and oversee the baseball/softball program including the draft, scheduling, coaches, umpires, fields, photos, tournaments, equipment, picnic awards, sponsors, and registration
- Meet with Lewiston Recreation Director/Baseball and Softball Board to discuss changes, code of conduct rules for upcoming season
- Assist in issuing permits and scheduling for various outside programs
- Keep records, make reports, handle correspondence, and coordinate requests for the use of facilities
- Responsible for developing, monitoring, and reporting on the program budget
- Coordinate and work with the Commission to distribute the Nancy Price Scholarship(s)
- Work with the Commission in the development and implementation of the Community Center and subsequently is responsible for all aspects of the center
- Schedule, provide an agenda, and attend monthly Recreation Commission meetings
- Serve as the recreation liaison with the community
- Responsible for the purchase of equipment and supplies
- Pick up all snack bar items, trophies, t-shirts, etc
- Keep snack bar inventory and oversee inventory of recreation equipment and supplies
- Prepare and submit annual reports for Niagara County Youth Bureau for additional funding
- Meet with Health Board Inspectors at least twice a year
- Prepare and make deposits for all Recreation programs, record all deposits in Village Office

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of games and other recreation activities; ability to plan and lay out work for others and secure their cooperation; teaching ability; leadership ability; ability to prepare accurate and clear reports; supervisory and administrative ability; and willingness to work flexible hours.