



Job Description

Parks and Recreation

Director

Job Title	Parks and Recreation Director
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Job Summary:

This position is responsible for planning, organizing, and directing youth and adult athletic activities and various recreation programs and special events for the Community; assists with coordinating the maintenance of all City athletic facilities in accordance with all applicable laws and the City of Lucedale and procedures.

Key Responsibilities:

- Allocates and supervises the maintenance and upkeep of all sports parks and athletic facilities.
- Plans, implements, and evaluates athletic programs and special events run by the Parks and Recreation Department.
- Coordinates the use of the Recreation Department's athletic facilities.
- Receives and investigates complaints; receives and implements requests and suggestions concerning athletic programs and facilities.
- Monitors programs to ensure cost-effectiveness, safety, and stakeholder satisfaction.
- Maintains an accurate inventory of all equipment and supplies with the Sports Complex Facilities.
- Develops schedules and league activities and will be required to host a minimum of 2 tournaments and/or playoffs per fiscal year, including contracting and corresponding with local sports leagues, planning and promoting events, scheduling officials, preparing brackets, and organizing awards, etc.
- Ability to work a varied schedule to include evenings and weekends, depending on the season and activities.
- Attend monthly board meetings as needed.
- Communicate with the Mayor regarding athletic parks budgeting and athletic park facility management.
- Perform other duties and tasks as deemed necessary and/or assigned.
- Establish rules and regulations for recreation programs and facilities.

Required Qualifications:

- **Excellent communication and leadership skills.**

SUPERVISORY REQUIREMENT:

- This position directly supervises all athletic facilities on a daily basis.

EDUCATION and/or EXPERIENCE PREFERRED

- A high school graduate or GED equivalent;

- Three (3) to five (5) years of experience planning and directing recreational activities;

Any combination of experience and education that results in the required knowledge, skills, and abilities is required.

- Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults;

- Must be eligible to work in the United States;

- Must have a valid driver's license;

- Required to pass a criminal background check.

LANGUAGE AND REASONING SKILLS:

The ability to understand written or oral instructions; read, analyze, and interpret complex documents, instruction manuals, policies, and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Strong interpersonal skills are essential to maintain effective working relationships with others.

PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Applications and Resumes can be dropped off at City
Hall - 5126 Main Street, Lucedale, MS 39452, or
submitted to info@cityoflucedale.com**