



City of Cherryville

Job Title:	Recreation Director	Job Category:	Public service
Department/Group:	Recreation/Public service	Job Code/ Req#:	
Location:	Various locations	Travel Required:	Local/regional travel.
Level/Salary Range:		Position Type:	Full-Time
HR Contact:	Paige Green, City Clerk	Date Posted:	November 1, 2023
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	November 24, 2023
External Posting URL:	http://www.cityofcherryville.com		
Internal Posting URL:	http://www.cityofcherryville.com		
Applications Accepted By:			
FAX OR EMAIL: Fax: (704) 435-9933 Email: pgreen@cityofcherryville.com		MAIL: CITY OF CHERRYVILLE 116 SOUTH MOUNTAIN STREET CHERRYVILLE, NC 28021 PHONE: (704) 435-1709 OR (704) 435-1711	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>The Recreation Director oversees the recreational programs put on by city parks and/or private entities contracting with the city. The recreation director will also oversee sports facilities, community centers or other institutions. The director will plan, organize and direct the operations of sports and fitness programs, activities and services. This involves working on publicity and finances for the programs, and managing coaches and other individuals involved in running the activities.</p> <p>The Recreation Director will also assess the recreation requirements of the community or organization, and plan activities and programs that meets those needs. The director will communicate with community members, and research various sport and recreation programs.</p>			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<p>A high school diploma or GED are minimum requirements for most entry-level recreation jobs. Educational requirements are an associate's degree or professional certificate levels, with demonstrated skills in recreation management. A Bachelor's degree in parks and recreation, public administration, program management or a related field is desired.</p>			
PREFERRED SKILLS			
<p>Recreation administration, physical education, or related field, and 5 years' experience in the field with five years of supervisory experience; or an equivalent combination of education and experience. Local government experience preferred.</p>			



ADDITIONAL NOTES/JOB RESPONSIBILITIES

- Ensure that a variety of sport, recreation and cultural programs are planned and implemented, and over time evaluate the effectiveness of these programs and identify future needs.
- Principles and practice of general business management and of municipal parks and recreation administration processes and management. Parks and Recreation Department work and operations, stewardship and maintenance of parklands, facilities, and community infrastructure.
- City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current departmental and related city issues and stakeholders (both internal and external), including other governmental legislative and agency processes, neighborhoods, and institutions.
- Applicable federal, State, and local laws and regulations, including development regulations, affecting the work of the Department.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff.
- Cover other administrative duties when required.
- Maintain electronic and manual filing systems.
- Coordinate parks and recreation procedures.
- Reply to email, telephone or face-to-face enquiries.
- Develop and update administrative systems to make recreation programs more efficient.
- Resolve administrative problems.
- Answer telephone calls and relay accurate information.
- Oversee and supervise the work of junior staff.
- Greet and assist citizens and visitors to various recreation facilities.
- Photocopy and print out documents on behalf of other colleagues.
- Other duties as assigned by department head or City Manager's Office.

PHYSICAL DEMANDS AND ABILITIES

- Regularly spend long hours sitting and using office equipment and computers.
- Regularly move from sitting to standing positions effortlessly.
- Regularly work on repetitive tasks.
- Regularly use hands and fingers to handle, control or feel objects.
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm.
- Regularly operate a city owned motor vehicle.



- Regularly see details of objects that are less than a few feet away.
- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.
- Regularly speak clearly, so listeners can understand.
- Regularly understand the speech of another person.
- Frequently bend to perform recreational job requirements.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time