Kane County
Job Description

Job Title:	Recreation Director	**Job Code:**	
Division:	Tourism/Film Commission	**Effective Date:**	10/15/12
Department:	Commission/Administration	**Last Revised:**	10/15/12

GENERAL PURPOSE

Performs a variety of **first-level supervisory duties** related to planning, organizing, and evaluating activities necessary to providing recreational programs for individuals and groups of all ages, and for establishing and maintaining effective relations with user groups. Meets with and receives input from Kanab City's Parks and Recreation Board and Kane County Tourism Advisory Board.

SUPERVISION RECEIVED

Works under the general supervision of the Office of Tourism Director.

SUPERVISION EXERCISED

Frequently determines own practices and procedures in varied work situations, and is expected to use independent judgment when appropriate. May supervise the work of others.

ESSENTIAL FUNCTIONS

1. Develop and implement a comprehensive Kanab/Kane County Recreation Program that will have wide appeal across all age groups. Take into consideration the needs, interests and volunteer base of communities.
2. Promote, organize, schedule, and supervise youth and adult leagues for a variety of sports. Work with volunteers to plan sporting events and tournaments with the intent to reflect joint criteria between Kane County and Kanab City, splitting the work load as follows: approximately ½ time focused on planning and promoting new events, approximately ¼ time on Kanab recreational programs and approximately ¼ time on Kane County recreational programs.
3. Plan, organize, and schedule monthly programs such as recreational classes, clinics, workshops, and community special events with an emphasis towards scheduling events during the shoulder tourism periods. Programs to be updated and kept current with the addition of new events as needed.
4. Work with Kane County volunteer center to support, recruit, coordinate and organize significant volunteers to run events. Recruit, employ or train necessary officials.
5. Coordinate activities and maintain open communication and excellent public relations with City/County authorities, school district and other agencies.
6. Prepare communications to inform public of schedules pertaining to programs including pamphlets, web-based sites, social media and community calendar. Plan and direct promotion and publicity for programs and events. Set up online registrations.
7. Coordinate with City maintenance personnel and School District to insure fields and facilities are maintained at an acceptable, safe level.
8. Ensure that all programs are self supporting financially.
9. Share responsibility to answer phones, greet people, and prepare correspondence. Maintain records such as attendance, income from fees, expenditures. Submit reports to the Kane County Office of Tourism Advisory Board, the Kanab City Manager and Kanab City Parks and Recreation Board as requested.
10. Meet monthly with the Kanab Parks and Recreation Board.
11. Attend recreational events as required to ensure smooth operation.
12. Perform all work in accordance with sound safety practices.
13. Performs related duties as required.

MINIMUM QUALFICATIONS

1 Education and Experience:

A. B.S in Recreation or related field

AND

B. Sufficient experience in the hospitality industry to demonstrate an aptitude and ability to perform above and related duties;

OR

C. An equivalent combination of education and experience.

2 Required Knowledge, Skills and Abilities:

Considerable knowledge of the objectives and principles of public recreation, including a thorough understanding of activities which make up a community recreation program; maintain professional knowledge through journals and seminars, as directed;
Working knowledge of the computer and the Internet for Promoting, Advertizing and Communicating events to the community;
Some knowledge of marketing strategies and budget processes.

Skill in the use of standard office equipment, including the personal computer, at a high skill level.

Ability to possess personal characteristics that create and maintain interest and enthusiasm with public and private groups and individuals of all ages; be available as necessary, to make and receive contacts by telephone and in person efficiently and effectively during irregular hours; ability to communicate effectively and make presentations to large groups; ability to write effective proposals, reports, correspondence, and other informational and persuasive materials; ability to lift 50 lbs.

3 Special Qualifications:

Must have a current Utah drivers license. Must possess or be able to obtain a first-aid/CPR card within six months of employment. Must agree to and pass a complete background check. As an absolute condition of employment, employee is required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, on the job. Must be able to work a variable schedule, including some evenings and Saturday's.

4 Working Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye-hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Frequent travel required in the normal course of job performance. Agility, for example, to go to facilities as necessary to monitor participants attending events for a minimum of four hours. Sensory ability as necessary to officiate athletic events and to monitor other events for safety and conformance to rules and regulations.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date:_____
(Employee)