

Blue Mountain Recreation Commission

Recreation Director

Job Summary:

The Recreation Director is responsible for managing a broad and diversified program of recreation activities, services and facilities to meet the needs and interests of the growing community.

Qualifications:

Bachelor's degree in the area of recreation or related field and/or five (5) years' experience in community recreation operations in a municipal park or recreation agency is preferred. Certified Park & Recreation Professional, Certified Playground Safety Inspector, and Certified Aquatic Facility Operator are highly suggested. Excellent communication, management and organizational skills are necessary. Candidates from other professional fields, including but not limited to business management/administration and non-profit organization leadership, that can demonstrate education, experience, knowledge, skills and abilities in a comparable organizational setting will be considered.

Job Requirements:

Must have ability to directly supervise 3-5 employees and indirectly supervise approximately 75-100 employees. Position requires sitting, standing, walking or moving throughout the community, often for extended periods of the workday. Occasionally may lift objects up to 50 pounds in an upward movement or from position to position at the same level. Performs a variety of duties, able to make judgements and work under high level of stress. Subject to inside and outside environmental conditions relevant to the various community events and facilities. Computer skills and ability to work with a variety of software and internet applications needed. Microsoft Word, Microsoft Excel, Microsoft Publisher, and RecPRO (or something similar) computer program knowledge preferred.

Must have current driver's license for the state of Pennsylvania and own transportation for travel between the various sites/ buildings that the recreation program is offered. (Or ability to secure within 30 days of hire).

Must be able to lift, transport and carry equipment, supplies and materials. Individual must be capable of setting up recreation/athletic equipment for programs as needed for various activities.

Current Criminal History, Child Abuse Clearance and FBI Fingerprinting must be presented at time of application, prior to hiring.

Must not have been named as a perpetrator of a founded report of child abuse or convicted of crimes under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state. These include, but are not limited to Driving Under the Influence, Drug Related Offences or such similar felony charges.

Job Responsibilities:

Financial and Facility Management

- Establish and supervise procedures for the receipt of all funds, as well as the safe accounting for monies, banking policies and supervision of staff money handling.
- Prepare an annual budget for the commission program.
- Purchase or approve the purchase of all materials and supplies needed for the operation of the recreation program, in accordance with the annual approved budget.
- Establishing the fee schedule for all recreation programs on an annual basis.
- Administer the RecPro software system for registrations in person and online.
- Assists the school district in scheduling of outdoor facilities on the complex which includes review of facility requests, providing written permission letters for use and collection of any insurance or waivers necessary for use.
- Overall management and operation of the Cressona Borough Public Swimming Pool during the summer. This includes all preseason, in season and post season work in coordination with the Cressona Borough.
- Coordination of management, operation and overall use of the Blue Mountain School District Middle School Pool facility.

Recreation Programming

- Organize and administer a series of regularly scheduled recreation programs and activities. Focus is to utilize local parks, school buildings, swimming pools, and other recreation facilities during non-school hours and during summer vacation times.
- Plan, implement, evaluate and supervise all aspects of the recreational programs being offered.
- Advertise, interview, and make recommendations for approval of all part time and seasonal staff positions.
- Prepare brochures and flyers announcing program offerings that is distributed throughout the community and send out through social media channels.
- Continuously review recreation programs being offered through an evaluation process of participants.

Management of Personnel

- Supervise Recreation Office Full Time support staff while managing the daily operations of the Recreation Commission.
- Supervise and manage all part time and seasonal staff where appropriate.
- Conduct staff meetings on a regular basis to ensure consistency and awareness.
- Participate in professional development opportunities to maintain certifications and keep informed of regulation changes especially in aquatics and playground safety.
- Provide leadership and training opportunities for support staff where appropriate to ensure they have the tools to be successful.
- Consistently review job descriptions for all personnel to keep them relevant to actual job duties and requirements.
- Handle all personnel related matters including interviewing, hiring, work schedules, discipline or potential dismissals.
- Ensure that all child abuse, criminal record, and FBI clearances are up to date on all employees at all times.

Community Relationships/Partnerships

- Assist all of the partners of the Recreation Commission when needed. They include 9 municipalities and the Blue Mountain School District.
 - Assisting to write state and federal grants
 - Coordinating scheduling of park use for programming and special events
 - Determining recreation supply needs and recommending items for purchase
 - Developing and organizing summer programs where appropriate
 - Attending municipal meetings to share information when necessary
- Develop news releases, advertisements, and social media posts to promote various recreation programs and events.
- Maintain positive public relations and open communications with municipal officials, local youth sports organizations, civic groups, PTO's, and other nonprofit community groups.
- Work collaboratively with the school district Director of Facilities, building principals, Athletic Directors as well as borough and township officials to provide needed recreation services to the entire community.
- Plan and execute programs that enhance public perception of the Recreation Commission.
- Represent the Recreation Commission in a positive, professional manner at all programs and meetings.
- Provide reports at monthly Recreation Commission board of directors' meetings.
- Ensure compliance with governing documents such as the intergovernmental agreement and Recreation Commission By-laws.
- Offer knowledgeable, courteous, and efficient service to persons coming into the office in person or by telephone or email.

Demonstrate Ideal Leadership Skills throughout the District and Region

- Implement the most current Park, Recreation and Open Space Plan.
- Lead and/or participate in various school district committees. (Safety, Health & Wellness, Task Force)
- Contribute to the district-wide goals, especially in the area of community initiatives.
- Contribute to borough and township planning of recreation facilities and programs.
- Serve as an ambassador by attending a variety of public meetings, such as community meetings, school activities, district meetings and other special events.
- Research and utilize knowledge of current recreation trends and development.
- Represent the Recreation Commission at public speaking engagements when available.

Contribute whatever is necessary to provide a quality recreation program