

Parks and Recreation Director

Essential Duties and Responsibilities:

Develop and promote recreational programs including fitness classes, swim lessons, kids programs, and community events

Help facilitate use of capital funds to improve the district

Coordinate with staff to schedule special event/programs

Attend all board meetings and give monthly update

To help prepare a proposed budget for the fiscal year and to be responsible for administration of the adopted budget

Have general supervision over the Parks and Recreation staff.

Work with the General Manager and Director of Administration to improve the position of the district

Demonstrate teamwork with all Woodmen Hills Metro District staff

Handle any customer service issues with tact and consideration

Oversee all Parks, Trails, Swimming Pools, and Workout Facilities

Other Duties as assigned

Competencies:

Problem solving

Customer Service

Oral Communication

Written Communication

Teamwork

Motivation

Dependability

Attendance/Punctuality

Self-Starter

Preferred Spanish Bilingual

Physical Demands:

Regularly required to sit; use hands and fingers, to handle or feel and to talk or hear. Regularly required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/ or move up to 50 pounds

Work Environment:

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate

Qualifications:

Bachelor's degree from four-year College or university in sports management, management, or related field; or three years related experience and or training, or equivalent combination of education and experience

How to apply:

Please email resumes to Jerry@whmd.org