

McCordsville

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INDIANA

Job Description

Title: Parks & Recreation Director

Department: Parks & Recreation

Supervisor: Town Manager

Status: Full-time, exempt, Monday-Friday 8am-4pm (plus occasional evening & weekend meetings, events, and programs)

Purpose of Position:

The Director of Parks and Recreation will play a pivotal role in shaping the recreational landscape of our vibrant town. This visionary leader will oversee the planning, development and operation of our town-wide parks, recreation, and leisure services programs and facilities. With no current or prior director, you will have the unique opportunity to build from the ground up and create a lasting impact on McCordsville, Indiana.

The Town of McCordsville is seeking qualified applicants for the position of Director- Parks & Recreation Department. The position is a permanent full-time exempt position. Work hours generally are 8:00 a.m. to 4:00 p.m., Monday through Friday with occasional night and weekend events, programs, and meetings.

Salary and benefits:

\$72,000- \$78,000 based on experience and qualifications. Comprehensive benefits package.

This position reports directly to the Town Manager and McCordsville Park Board. Under general direction, the Director will be responsible for the administration, development and direction of a parks and recreation program for all groups, and age and interest levels within the Town, and developing and maintaining a park system and the necessary physical facilities to make park programs and events effective. Further details are denoted below.

Strategic Leadership:

- Develop and implement a comprehensive vision for parks and recreation that aligns with McCordsville's goals and values.
- Collaborate with community stakeholders, elected officials, and other departments to ensure a holistic approach to recreational planning.

Skills & Experience

- Bachelor's degree in Park & Recreation or related area, with minimum of five years of related experience; Assistant Director or Higher preferred;
- A Certified Leisure Profession (CLP) from the National Recreation Park Association (NRPA) or Certified Park and Recreation Professional preferred but not required;
- Membership in the Indiana Park & Recreation Association will be required- travel expected
- Proficient with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
- Strong knowledge and experience with computers, social media, and the internet;
- Can establish effective working relationships with subordinate supervisors, employees, and the public
- Experience in all phases of community recreational activities and their administration
- Experience with the principles and methods of park and playground planning and development
- General understanding of budgets and reporting requirements
- CPR, First Aid, and AED certification must be obtained within the first (1) year of hire

Personal Attributes:

- Articulate, pleasant, and dependable;
- Solid work ethic and capacity to multi-task;
- Strong communication skills both written and verbal;
- Problem solving skills;
- Works under pressure;
- Leadership skills managing others;
- Close attention to detail and the ability to plan;
- Works independently and prioritize work requests efficiently;
- Well-organized and accommodating to changing priorities and deadlines;
- Strong sense of discretion and confidentiality;
- Works effectively with limited supervision; and
- **MUST POSSESS AND MAINTAIN A VALID INDIANA DRIVER'S LICENSE.** Must have an acceptable driving record.

Duties and Responsibilities:

- Creation of policies, operating manuals, and standard operating procedures for facilities, events, and park use.
- Supervise the operation and maintenance of parks and facilities and their programs
- Implement sustainable practices for maintaining facilities landscaping, appeal and cleanliness
- Will develop and execute a well-rounded program of recreational activities in conjunction with the Program and Event Coordinator
- Manage each event and program to ensure a successful project completion within the allotted timeframe and budget;
- Create event proposals for future events and programming to create a diversified recreation program for all ages in accordance with community needs and present to the Park Board;

- Manage meeting and event room schedules and bookings for the Town including the new Community Center, Parks, and Town Hall meeting rooms;
- Handle promotion and communication with residents, vendors, and other relevant parties including speaking presentations, marketing material, and news releases;
- Supervise event set-up and tear down including, but not limited to, set-up and tear down of chairs and tables, crafts, sports, equipment, and light custodial duties;
- Coordinate volunteers and create a volunteer network to work from;
- Coordinate with Town departments for staffing, maintenance, and equipment prior to programs, events, or construction;
- Book venues and vendors as needed;
- Consults, responds, informs, and coordinates effectively with both internal and external stakeholders, resident, vendors, and/or service providers;
- Responsible for preparing and posting public notices, and ensuring notices are published;
- Attend all Park related meetings;
- Performs special assignments as directed

Financial Responsibilities:

- Provide recaps, analyze success, and report on finances and metrics for future decisions;
- Skills to research and pursue available grant programs, sponsorships, donations, and public/private partnerships;
- Manage the “Building a Brighter McCordsville” fund and help grow (Park Foundation)
- Conducts general office filing and record keeping;
- Create system for registrations and fee collection;
- Maintain an inventory of supplies and equipment.
- Develops, supports, controls, and administers the department budget;
- Prepares and processes invoices, receipts, payroll, and purchase orders for payment and provides appropriate documentation;

Other Duties

Attending staff meetings, specialized training, and conferences as needed. Provide other analysis and support as needed, or other duties as assigned.

Working Conditions

While performing the duties of this position, the employee occasionally works near moving mechanical parts or in outdoor weather conditions. The employee is occasionally exposed to wet conditions, fumes, and caustic chemicals. Noise levels are usually low in the office setting, but moderate while working during programs.

Physical Requirements

While performing the duties of this job, employee is frequently required to walk, stand, and sit. Occasionally, the employee is required to run, climb, balance, stoop, kneel, or crawl. Employee must be able to occasionally lift and/or move up to fifty (50) pounds

Benefits

- Enrollment in the Public Employee's Retirement Fund (Town pays employee contribution)
- Health (medical, vision, dental) and Life Insurance
- Free Health Clinic
- Paid Time Off- Prorated @ 13.33 hours/ month year 1; 160 hours after first year (anniversary date)
- 14 paid holidays per year
- Short-Term & Long-Term Disability
- Inquire for a full list of benefits

Town of McCordsville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Send resumes to Tim Gropp at tgropp@mccordsville.org by 4pm on April 12th. *No phone calls please.*