



## **Position Description**

**Department:** Parks and Recreation

**Position:** Program Director

**FLSA Status:** Non-exempt

**Rate of Pay:** Rate of Pay based on Experience

**Date of Announcement:** Monday, April 23, 2018

**Application Deadline:** June 1, 2018

### **Position Summary:**

Reporting directly to the Parks Superintendent, the Program Director is responsible for developing, administering, and supervising recreation programs, activities and special events for the Town of Syracuse. The position also helps oversee day to day operations of the Syracuse Community Center.

### **Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Develops, implements, coordinates and evaluates all recreation programs, activities and special events held in the park system and the Syracuse Community Center.
- Prepares reports, maintains records and implements fees for programs and special events.
- Prepares promotional materials, flyers, brochures, newsletters and press releases including the semi-annual program guide.
- Monitors and maintains the websites and social media accounts for both the department and the Artisans & Farmers Market.
- Develops alternative funding sources for programs and events through grants, sponsorships and in-kind donations from local businesses.
- Purchases, distributes, and maintains inventory of equipment and supplies for programs and special events.
- Assists with daily operations of the Syracuse Community Center including assisting with preparation of annual budget and assisting Parks Superintendent in creation and implementation of department policies and procedures.
- Attends monthly Park Board meetings to report on previous and upcoming programs.
- Schedules and coordinates public and private rentals of park pavilions and the Syracuse Community Center.
- Establishes and maintains community partnerships to increase and maximize program and event opportunities.
- Serves on various committees and represents department at special events.
- Maintains current information of trends and programming in recreation through participating in continuing education programs and professional associations.
- Coordinates and supervises volunteer personnel.

- Assists the Parks Superintendent with supervision of part-time employees.
- Performs other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Knowledge of public recreation programs, services, activities and special events.
- Knowledge of public recreation policies and procedures.
- Knowledge of budgeting, planning, program development, evaluation, employee training, and supervision.
- Knowledge in seeking and preparing for grant applications.
- Knowledge of modern office procedures and skill in operating various office equipment including computers, copiers and fax machines.
- Knowledge of web and social media content management and communications best practices.
- Skill in oral and written communication.
- Skill in establishing and maintaining effective working relationships with fellow staff members and community stakeholders.
- Skill in planning, organizing, directing and coordinating comprehensive community recreation programs and services.
- Exemplary public relations and customer service skills.
- Strong leadership and interpersonal skills.
- Proficient in Microsoft Word, Excel and PowerPoint. Experience with recreation related registration and reservation software preferred.

#### **Physical Demands and Work Environment:**

- Normal office environment working conditions apply.
- Will be required to attend programs and events which frequently take place outdoors or in different facilities.
- Frequent lifting, carrying and moving of various items.
- The use of a town vehicle to transport equipment and supplies is required.

#### **Work Hours:**

- Work hours vary with the typical week being 8:00am – 5:00pm Monday – Friday.
- Must be able to work a flexed schedule to accommodate evenings and weekend programming and event requirements.

#### **Position Qualifications:**

- A Bachelor's degree in recreation, sport management or closely related field preferred or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Possession of or ability to obtain required certifications including First Aid/CPR.
- Must hold a valid driver's license.

#### **How to Apply:**

- Applications can be downloaded at [www.syracuseparks.org](http://www.syracuseparks.org) under the Job Openings tab.
- Applications, Resumes and Cover Letters may be submitted via email to [cjonsson@syracusein.org](mailto:cjonsson@syracusein.org) or mailed to Syracuse Parks, Attn: Program Director Position, 1013 N. Long Dr. Syracuse, IN 46567