

## RECREATION DIRECTOR

(Job Opening ID #515899)

Several full-time positions available with the Parks & Recreation Department, Community Services Division located at 5940 NW Waukomis Dr. (Line Creek); 2050 W Pennway St. (Tony Aguirre); 1124 E 5th St. (Garrison); and 3601 Roanoke Rd (Westport-Roanoke). Oversees the development, promotion, and implementation of diversified recreation programs and services for all ages in accordance with community needs. Evaluates program effectiveness; recommends changes. Oversees the activities of staff and volunteers and plans, assigns, trains, directs, and monitors staff duties. Provides input to supervisor for employee performance evaluations. Serves as a liaison and resource for community agencies and other organizations; performs community outreach to promote recreation programs. Assists supervisor with program budget development and management. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, monitoring expenditures, and maintaining records. Assists in developing and implementing policies, procedures, and staff training for program areas. Receives and responds to questions and concerns from patrons and resolves problems. Performs routine facility maintenance and logistics, including but not limited to, the setup and tear down of tables, chairs, equipment, and supplies. Responsible for custodial, event, class, program field, and facility logistics. Coordinates logistics for facility rentals, including but not limited to, providing tours and information to prospective renters, and implementing details outlined in rental agreements. Acts as Community Center representative to patrons, vendors, and participants to ensure events are properly executed. Provides communication and written documentation regarding all recreation program areas and facility activities. Monitors and inspects facilities, supplies, and equipment for safety and security. Monitors inventory, submits supply order requests, and maintains purchase records within authorized budget. Oversees fee collection and accounting activities; reviews records and files to ensure proper accounting and documentation consistent with City policies and procedures. Maintains records and completes required reports. Works collaboratively with internal and external customers. Assists with Department special events as needed. Performs other duties as assigned. **REQUIRES** an accredited Bachelor's degree in recreation, physical education, public administration or other related area of specialization; OR an equivalent combination of qualifying education and experience. Must pass a preemployment drug screen as prescribed by the City. **For Line Creek, preference given for experience with skate sharpening, ice maintenance, and experience driving a Zamboni. For Westport-Roanoke Community Center, preference given for experience in sports and senior programming.** Salary Range: \$20.48-\$30.71/hour. **Application Deadline: November 14, 2022.** Apply online at [www.kcmo.gov/jobs](http://www.kcmo.gov/jobs). *EOE. The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce.*