

## POSITION DESCRIPTION

Class Title: Recreation/Senior Center Director  
Department: Administration  
Location: City Hall

Pay Grade:  
Union: Exempt - FT  
Approved: 03-11-14

### GENERAL PURPOSE

Oversees a mix of recreation, aquatics, and senior activities, events, and programs for the City of Waupun in association with the objectives of the Recreation Board.

### SUPERVISION RECEIVED

Works under the guidance and direction of the Recreation Board.

### SUPERVISION EXERCISED

The Director is responsible for park leaders, seasonal employees, and volunteers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Recreation

Responsible for the development and management of the Recreation budget. Oversees the operation of summer parks programs including the recruitment, hiring, training, and supervision of summer parks employees. Ensure employees and volunteers receive training and are instructed in appropriate work place safety practices and correct any unsafe practices or behavior.

Communicates and coordinates recreation programs and the utilization of recreation facilities with local organizations and associations.

#### Senior Center

Responsible for the development and management of the Senior Center budget. Directs the operation of the Senior Center including activities, events, and programs. Interacts and communicate with seniors, organizes classes, workshops, leisure, cultural, physical activities and needs for seniors. Promotes and provides information regarding senior adult programs to the community. Facilitates the County Nutrition program.

#### Aquatics

Assists in the management of the Waupun Family Aquatics Center in coordination with the YMCA of Dodge County. Responsible for the management of the concessions at the Aquatics Center.

#### General

Provide information and recommendations to the Recreation Board, Common Council, public, and others.

Respond to citizen and subordinate complaints or requests for assistance.

## **PERIPHERAL DUTIES**

Standardize department policies and procedures to improve efficiency and effectiveness of operations.

Maintain records and prepare reports for the department.

Attends the Recreation Board, Committee of the Whole, Common Council meetings, and others as needed.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) Graduation from an accredited college, achieving a bachelor degree in recreation, human services or related area.
- (B) Experience in public recreation and senior adult activities, programs, and services.
- (C) An equivalent combination of education and experience.

### Necessary Knowledge, Skills, and Abilities:

- (A) Knowledge of recreation laws, principles and practices.
- (B) Knowledge in organizing and promoting senior activities and events.
- (C) Skill in operating the listed tools and equipment.
- (D) Ability to communicate effectively orally, and in writing, with employees, consultants, other governmental agency representatives, city officials, and the public.
- (E) Ability to conduct necessary research and compile reports.

## **SPECIAL REQUIREMENTS**

- (A) Valid state driver's license or ability to obtain on prior to employment.

## **TOOLS AND EQUIPMENT USED**

Personal computer for word processing and spreadsheet applications, copy and fax machine, telephone, and mobile or portable radio.

## **PHYSICAL DEMANDS**

Work is performed in office and outdoor settings as required for program implementation. Hand-eye coordination is necessary to operate computers, various pieces of equipment, or to provide instruction.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25(twenty-five) pounds or more. Specific vision abilities required by this job include close vision distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee routinely works in outside weather. The employee occasionally works near moving mechanical parts and may be exposed to wet, and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment ranges from quiet in the office to working around moderately loud equipment.

**SELECTION GUIDELINES**

Formal application, rating of education, experience, and oral interview. A reference check will be conducted. An assessment team may be utilized in the employment process. Job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Employee

Approval: \_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_