

RIVER ROAD PARK AND RECREATION DISTRICT

Classification Description

Department: Recreation	Title: Recreation and Outreach Director
Reports to: Superintendent	Position Type: Full Time, Salary Exempt

Position Purpose

The Recreation and Outreach Director is responsible for leading and managing comprehensive recreation programs within the District, serving youth, adults, and seniors. This role involves overseeing the administration of the Recreation Department, including personnel management, budgeting, programming, and service delivery. The Director directly supervises the Youth Program Supervisor, Gymnastics Supervisor, Adult Program Supervisor, and Senior Programs Supervisor, while also providing indirect supervision to their respective teams.

In addition to program oversight, the Recreation and Outreach Director is charged with planning and executing the District's resource development and outreach initiatives. This includes managing sponsorships, fostering community partnerships, and coordinating volunteer efforts. The Director must be an exceptional communicator, both in writing and verbal, and demonstrate a passion for public service. Engaging fully with both staff and the community is essential to the success of this role. The Director also ensures that all personnel matters are handled in accordance with established policies and procedures, encompassing hiring, training, supervision, and evaluation of staff and volunteers.

Essential Responsibilities

Recreation

1. Provides ongoing management needs of assigned programs and staff.
2. Ensures compliance with safety, health, personnel, industry and other regulations, by maintaining appropriate records and documentation.
3. Keeps current with recreation programming; attends workshops, conferences and special training sessions.
4. Works cooperatively with maintenance staff to ensure facility/vehicle maintenance improvement needs are met.
5. Coordinates meetings with maintenance staff and event organizers to review District policies and regulations.
6. Collaborates with business office to ensure weekly room/facilities schedule is accurate.
7. Responds to staff and public questions, concerns, and request as needed.
8. Coordinates, plans, and implements special events.

Outreach

1. Serves as liaison between the District, community partnerships, and various organizations to support District goals.
2. Provides leadership in the design, implementation, and evaluation of the resource development strategy and plans.
3. Builds relationships within the community.
4. Recommends, develops, and directs efforts to solicit new resources from individuals, corporations, and the community through self- initiated activity to build a sponsorship base.
5. Secures material donations and in-kind contributions, product donations, and trade exchanges needed to provide services.
6. Creates a sustainable donor base through outreach and communication, maintains positive relationships with key donors through recognition materials, oral and written communications.
7. Creates a relationship with local media and businesses for greater visibility, recognition, and understanding of parks & recreation services that builds.
8. Responsible for volunteer recruitment and placement in District programs and activities.
9. Serves as a member of various outreach groups as assigned.
10. Manages the Scholarship Fund and distribution.
11. May assume duties assigned by the Superintendent in their absence.

Skills and Abilities

1. Ability to establish excellent working relations and communication with supervisors, co-workers, and general public.
2. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful, patient, and productive manner.

3. Ability to take initiative with minimal supervision.
4. Extensive knowledge of community recreation programming.
5. Strong skills in oral and written communication. Ability to maintain records and prepare accurate reports.
6. Proficient in developing program goals, activities, and services to meet the needs of the public.
7. MS Office applications; presentation technologies; database management, event planning and management.
8. Ability to communicate effectively, verbally and in writing; understand and carry out written and oral instructions.
9. Demonstrate initiative and creativity and to be accountable in achieving of desired outcomes, objectives.
10. Direct other staff members and volunteers.

Working Conditions

Work is performed primarily in an office setting, with occasional outdoor programs and events. Special events and weekends as needed.

Minimum Qualifications

- Bachelor's Degree in Recreation Administration, Gerontology, Volunteer Management, Donor Relations, Public Administration or related field.
- Preferred: three years+ experience managing personnel and supervising community recreation and recreation management experience, including park and facility operations and development, recreation management and programming, public relations, financial and budgetary management, and personnel management.
- Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the required duties of the position.

Benefits

Employee medical, vision and dental insurance.

Life and Disability Insurance.

10 Paid District Holidays, 12 Vacation Days and 5 Supervisory Days per year.

District contribution into a retirement fund after a six-month probationary period. Employee is also eligible to contribute.