



## MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

541.475.4253 • [www.macrecdistrict.com](http://www.macrecdistrict.com)

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### **RECREATION PROGRAMS DIRECTOR** **Job Description**

**Reports to:** Executive Director

**Pay Rate/Status:** Starts at \$5,000/month (FLSA exempt, salaried, full-time position)

**General statement of duties:** Provides management oversight, supervision and direction for the recreation programming offered by the MACRD. This includes responsibilities associated with oversight and management of the District's aquatics and land-based programming staff, as well as planning, coordinating, implementing and evaluating all recreation programs offered by the District.

**Distinguishing features of the class:** The Recreation Programs Director oversees, plans, implements and evaluates all program responsibilities of the district. Supervision is provided to recreation programs staff. Work is performed under the direction of the Executive Director

#### EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Administers, develops, plans, directs, and manages the activities of the MACRD consistent and in cooperation with the Executive Director.
- Develops new programs and services that are consistent with Districts mission and goals and meet community needs and interests.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of change.
- Establishes and maintains a program evaluation system to gather input from participants regarding program preferences and quality, and to measure general customer service.
- Responsible for developing the district's program guides, including developing strategies for district marketing and advertising.
- Provides leadership for conveying recreational goals, objectives and benefits to partners, citizens, businesses, and other organizations.
- Seeks out, develops, and fosters recreational partnerships to help further the mission and direction on the district.
- Participates as a part of the MACRD's executive team to establish overall mission and direction of the district.

- Actively promotes and supports diversity in the workplace through staffing, promotions, training, and career development. Models and respects diversity in the workplace.
- Implements established District and facility personnel policies and procedures.
- Oversees staff scheduling, coordinating services and maximizing facility utilization.
- Implements safety standards and procedures for all recreation programming.
- Regularly serves as shift supervisor/Manager on Duty at the aquatic facility.
- Acts as Mandatory reporter; reports incidents of child abuse/neglect.
- Recruits, hires, trains, schedules, supervises, and evaluates program staff and volunteers.
- Oversees contract recreation program providers and vendors
- Coordinates use of program area facilities in accordance with priorities and/or regulations; files necessary permits and schedules use of program space.
- Maintains and cares for program facilities, equipment, and supplies.
- Purchases regular program materials, equipment, supplies, and Recommends larger purchases.
- Facilitates inclusion of special needs participants in general recreation programs.
- Instructs and leads recreation programs and activities as needed.
- Serves on various community and professional committees and boards
- Works with Executive Director to establishes overall priorities, goals and objectives for the MACRD; works with the individual managers and supervisors to establish goals and objectives and set direction for each of their divisions in the areas of budget, program development, staffing, implementation of cooperative agreements, and facility management.
- Formulates and presents annual budget for MACRD recreation/aquatic programs, reviews and monitors expenditures and revenues to remain within established budgetary restraints. Performs other job-related duties as assigned.

#### DESIRABLE QUALIFICATIONS:

**Knowledge:** Thorough knowledge of management techniques, principles, and practices related to recreation and aquatics activities; principles and practices of public management; state and federal regulations and laws pertaining to areas of responsibility.

**Skills:** Effective written and oral communication skills; intermediate skills using Microsoft Office Suite, and advanced skills using recreation software systems (Active).

**Abilities:** Excellent leadership and decision-making skills. Strong interpersonal skills with the ability to work with people from diverse backgrounds. Analyze problems and utilize creativity in problem solving. Develop, evaluate and implement policies and procedures; plan and direct the activities of subordinate employees; interpret and apply laws and regulations pertaining to areas of responsibility; formulate goals, objectives, and programs to address the needs/concerns of the public and/or district employees; establish and maintain an effective working relationship with other employees, department managers, outside agencies, the Board of Directors and the general public;

prepare clear and concise reports.

**Experience and training:** Bachelor's degree in recreation, management, business or a related field and 3-5 years prior management experience, recreation or aquatic management experience preferred. Strong personnel management skills and at least 3 years fiscal management oversight required.

**Certifications:** American Red Cross First Aid and CPR and AED required. American Red Cross First Aid and CPR and AED for the Professional Rescuer or Lifeguard preferred. Certifications that are not current must be received shortly after hiring.

### **KEY ATTRIBUTES:**

1. **LEADING OTHERS:** The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.

- Inspires others with a compelling vision.
- Empowers others to accomplish common goals.
- Represents a positive, motivational example for others to emulate in becoming leaders.
- Supports others through providing clarity, direction, organization, and purpose.

2. **SELF MANAGEMENT:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

- Independently pursues business objectives in an organized and efficient manner.
- Prioritizes activities as necessary to meet job responsibilities.
- Maintains required level of activity toward achieving goals without direct supervision.
- Minimizes workflow disruptions and time wasters to complete high quality work within a specified time frame.

3. **DIPLOMACY AND TACT:** The ability to treat others fairly, regardless of personal biases or beliefs.

- Maintains positive relationships with others through treating them fairly.
- Demonstrates respect for others.
- Understands and values differences between people.
- Respects diversity in race, national origin, religion, gender, lifestyle, age and disability.

4. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.

- Initiates and develops business relationships in positive ways.
- Successfully works with a wide range of people at varying levels of organizations.
- Communicates with others in ways that are clear and concise.
- Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience, and education levels.

5. **TEAMWORK:** The ability to cooperate with others to meet objectives.

- Discards personal agenda to cooperate with other team members in meeting objectives.
- Contributes positively and productively to team projects.
- Builds and sustains a trust relationship with each member of the team.

- Supports other team members and team decisions.

6. **RESULTS ORIENTATION:** The ability to identify actions necessary to complete tasks and obtain results.

- Maintains focus on goals.
- Identifies and acts on removing potential obstacles to successful goal attainment.
- Implements thorough and effective plans and applies appropriate resources to produce desired results.
- Follow through on all commitments to achieve results.

7. **PROBLEM SOLVING:** The ability to identify key components of a problem to formulate a solution or solutions.

- Analyzes all data relative to a problem.
- Divides complex issues into simpler components in order to achieve clarity.
- Selects the best options available to solve specific problems.
- Applies all relevant resources to implement suitable solutions.

**Physical Demands of Position:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 30 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events. Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

**Necessary Special Requirements:** Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

**ADDITIONAL INFORMATION:**

Hours/Shift: Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed including weather related schedule adjustment.

Equal Opportunity Employer