

The Town of Trion is accepting applications for a **Recreation Director**.

## **JOB DESCRIPTION**

Parks & Recreation Department Director

The Parks & Recreation Department Director is responsible for supervising and participating in the overall supervision and program development for the Trion Parks and Recreation Department.

### **Responsibilities:**

1. Plans, organizes, directs, coordinates, and evaluates recreational programs;
2. Plans, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the Town of Trion;
3. Develops long range plans for recreation programs and facilities needed to accommodate the desires of Trion citizens based on recreational needs;
4. Develops and updates the Parks and Recreation Five Year Master Plan, including, reviewing and editing documents;
5. Recommends the acquisition, development and maintenance of park and playground areas and of structures and facilities to best serve the interests of the community;
6. Applies for possible grant opportunities;
7. Provides recommended changes to the Parks and Recreation budget, submits recommendations to the Mayor, coordinates and monitors the expenditures and receipt of funds;
8. Develops staff including hiring, training, motivation, performance counseling and evaluation, discipline, and team building;
9. Advises the Mayor on department issues;
10. Provides a written monthly report of all Department activities for the Council Report;
11. Promotes the recreational and parks programs through press releases and other publicity and through cooperative planning and effective working relationships with all municipalities and other community agencies and groups, public and private;
12. Attends meetings of department heads, boards, agencies, and community groups to present department programs and needs;
13. Coordinates and maintains inventory controls and cost-effective strategies to enhance concessions, equipment, and inventory management best practices throughout all parks and recreation facilities;
14. Establishes best management practices in scheduling to ensure community awareness and flexibility for families throughout the town who may be involved in multiple programs with various groups as feasibly as possible;
15. Maintains a high level of integrity and public perception in all aspects of the department and ensures that all permanent and temporary employees conduct themselves with the same;
16. Provides timely communications to parents, coaches, and the Mayor and Council relating to upcoming events.

### **Additional Job Duties:**

- Performs additional duties as assigned by the Mayor.

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

- Thorough knowledge of a variety of programs, laws, and processes required in parks and recreation and administration;
- Thorough knowledge of the principles and methods of parks and recreation planning and development;
- Considerable knowledge of modern and effective supervisory principles and practices including communication, leadership, motivation, and conflict resolution;
- Considerable knowledge of budgeting, purchasing and personnel policies and personnel laws and regulations;
- Working knowledge of the application of information technology commonly used in this position (i.e. Microsoft Word, Microsoft Excel, Facebook, Instagram, etc.);
- Ability to effectively communicate, motivate, hire, evaluate and coach employees;
- Ability to develop and maintain effective relationships with local officials, the general public, and employees;
- Ability to communicate effectively in oral and written forms;
- Ability to write policies, grants, and reports supporting the programs and activities of the department.

#### **Physical Requirements**

- Must be able to physically perform the basic operational functions required of this position;
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects;
- Must possess the visual acuity to prepare and analyze data and figures, perform basic accounting tasks, operate a computer, tablet or laptop, do extensive reading, drive a motorized vehicle and be able to effectively inspect the work of others.

#### **Minimum Qualifications:**

- B.S. Recreation, Degree in Sports Management, Business Administration or Management, or other closely related field is not required but highly recommended. Direct job-related experience of a minimum of five years in a closely related position, within the last three years will also be considered, in lieu of education;
- Possess a valid Georgia Driver's License;
- Ability to submit to a criminal background check;

#### **How to Apply / Contact**

Interested parties should mail their resume along with a completed job application which can be found on the town's website. <https://www.townoftrion.net/>. You may mail your application and resume to Town of Trion, Attn: Mayor, P.O. Box 850 Trion, GA, 30753. You can also email your application and resume to Lanny Thomas at [lthomas@townoftrion.net](mailto:lthomas@townoftrion.net)

Applications will be accepted until close of business 5:00PM on Friday, February 10, standard time.

The Town of Trion is an Equal Opportunity Employer and a Drug Free Workplace.

