

**CITY OF BATH, MAINE
POSITION DESCRIPTION**

CLASS TITLE:	Assistant Director	CODE NUMBER:	108
DEPARTMENT:	Parks & Recreation	GRADE NUMBER:	
UNION:	Not Applicable	STATUS:	Exempt
DATE:			

GENERAL PURPOSE:

Plans, organizes and coordinates a community recreation program for seniors, adults, and/or youth, including physical activities, special interest classes and summer programs.

SUPERVISION RECEIVED:

Works under the supervision of the Parks & Recreation Director.

SUPERVISION EXERCISED:

Supervises part-time recreation staff, special interest instructors, seasonal employees, and volunteers. Acts on behalf of the Director in his absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Evaluates the recreational needs of the community and coordinates recreation staff in the development and implementation of community recreation programs.

Prepares cost analysis reports for programs and monthly program reports. Assist the Director in budget preparation and administration and other administrative task.

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs. Selects, plans and implements physical activities and special interest activities. Coordinates sports programs, outside groups and agencies, registers children for teams, collects fees, and acquires coaches.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel of the Recreation Division.

Prepares proper records of personnel and equipment needs; requisitions supplies, equipment and materials.

In charge of the hiring process and trains, evaluates, and supervises seasonal employees.

Performs other related duties as assigned.

PERIPHERAL DUTIES:

Attends monthly and special meetings of the Bath Recreation Commission and Bath Youth Meetinghouse.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Graduation from a four-year college or university with a degree in leisure service, recreation or a closely related field.

(B) One years recreation experience including community center programming; management/leadership; computer; public relations; or

(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, goals and objectives; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program; Knowledge of general computer applications;

(B) Skill in operation of required equipment; Skill in First Aid and CPR.

(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers; Ability to display good leadership.

SPECIAL REQUIREMENTS:

Valid state driver's license or ability to obtain one. First Aid and CPR certification. Continuing education to maintain awareness of current trends.

PHYSICAL DEMANDS:

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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:		Approval:	
	Supervisor		Appointing Authority
Effective Date:		Revision History:	