

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Recreation Director
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2009

STATUS: Seasonal

DATE REVISED: June 2014

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Recreation Director for the LaGrange County Parks and Recreation Department, responsible for coordinating summer camp programs and supervising camp staff.

DUTIES:

Coordinates Parks and Recreation Summer Camp Program, including creating Program schedule, planning activities, ordering supplies, conducting staff training, and resolving problems/conflicts.

Supervises Summer Camp Assistants, including interviewing and recommending job candidates, providing orientation and training, making work assignments, maintaining discipline and recommending corrective action as warranted.

Provides parents with Program information and Camp policies/procedures, including discussing and resolving discipline problems as appropriate.

Drives County vehicle to transport supplies and Camp staff to program sites.

Coordinates buses/drivers for transportation of children to camps and field trips.

Maintains responsibility for safety of children in all activities and programs.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associates degree in Outdoor Recreation, Elementary Education or related discipline.

Ability to meet all Department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of established Department policies and procedures and standard safety precautions.

Knowledge of outdoor education, recreation, and child development and ability to work within procedural guidelines in organizing and coordinating planned youth activities and interacting with youth of varying ages.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed camp schedules.

Ability to supervise assigned staff, including interviewing and recommending job candidates, providing orientation and training, making work assignments, and maintaining discipline.

Ability to operate standard office equipment, including copier and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, camp patrons and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to compile and organize data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout work assignments.

Ability to count/make simple arithmetic additions/subtractions.

Ability to occasionally work extended hours.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule with priorities primarily determined by supervisor. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of departmental policies, programs or expenditures are thought necessary. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through prior instructions from supervisor and supervisory review. Undetected errors could result in damage to equipment and/or endangerment to self and others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, camp patrons and their families, and the public for purposes of coordinating activities and providing supervision and instruction.

Incumbent reports directly to Park Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties outdoors, involving varying weather conditions and temperatures, daily sun exposure, standing/walking for long periods, sitting/walking/running at will, walking on uneven terrain, swimming, driving, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Recreation Director for the Parks Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name