

Recreation Director

Salaried

Limited Part-time Position



PURPOSE: The position of Recreation Director is responsible for continuing and maintaining the Village of Hortonville's Summer Recreation program in the summer. The Director manages participant registration, onsite supervision of those participants, answer questions about the program and collaborate with Village staff to helping implement the program.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required, Bachelor's degree preferred.
- Experience working with youths
- Excellent organizational skills and ability to easily respond to change.
- Excellent communication skills, both written and oral.
- Certified in CPR/AED or achieve certification prior to start of the program
- Must pass a pre-employment physical and complete background check.

JOB FUNCTIONS:

- Develop program roles and guidelines.
- Assist with set-up and cleanup of facilities.
- Responsible for equipment and condition of equipment.
- Report injuries, facility hazards and program concerns to the Village Staff
- Respond appropriately in emergency and challenging situations
- Maintain communication with program participants, program staff, parents/guardians, and Village staff.
- Supervise other program staff to ensure Provision of appropriate instruction and supervision of participants
- Create schedule including coordination of field trips
- Work in conjunction with Village staff to create marketing coordinate job postings and hiring of summer staff, and submission of payroll
- Develop and maintain recreation budget

ESSENTIAL PHYSICAL REQUIREMENTS:

These are the essential demands required to perform the Recreation Director:

- Lift, push and pull objects up to 40 pounds in weight.
- Carry objects of varying weights and shapes.
- Standing, and/or walking up to eight (8) hours daily.
- Frequent bending and twisting.
- Reaching shoulder height and above to do overhead work.

NON-DISCRIMINATION POLICY:

The Village of Hortonville is an Equal Opportunity Employer. In addition, the Village does not discriminate on the basis of physical or mental disabilities as applied to all employee categories and all phases of employment, including recruitment, selection, promotion, demotion, training, discipline, termination, and lay-off, benefits, and salary administration.

August 24, 2022