



## City of Loris

### JOB DESCRIPTION

**Job Title:** Recreation Director  
**Department:** Recreation and Tourism  
**Shift:** Full Time, 8 a.m. to 5 p.m., M-F, (Some tasks will require overtime)  
**Reports to:** City Administrator  
**FLSA Status:** Non-Exempt

**Summary:** Under general supervision from the City Administrator will provide leadership, direction, and general administrative oversight to the Parks and Recreation department and its employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the department budget.
- Responsible for first level risk management of his or her department including safety training, department training, and employee evaluations.
- Responsible for supervising and scheduling of his or her departmental employees.
- Coordinate the organization, implementation, operation and evaluation of recreation programs and their respective facilities.
- Responsible for keeping an accurate inventory off all recreation equipment.
- Responsible for scheduling the city sports fields for use, both city-sponsored and community-sponsored.
- Responsible for ordering, scheduling, and running the concession stand at all events, both recreation-based and sports-tourism based.
- Coordinate communications with non-city building facilitators for the purpose of scheduling facilities.
- Responsible for conducting on-site inspection of the park facilities and equipment and to coordinate maintenance and repair.
- Develops new programs and activities through research trends and community needs with the approval of the City Administrator and or City Council.
- Pursues viable park and recreational grants and other funding opportunities.
- Maintains accurate statistics of programs, finances, and park operations.
- Recommends departmental policy in accordance with city objectives, and as directed.
- Coordinates publicity and promotional strategies, including printed and electronic media.
- Responsible for the collections and accounting of all cash and non-cash receipts.
- Performs other assigned duties as required.
- Responsible for establishing and maintaining recreational programs that promote the physical, creative, and social development of participants.

- Responsible for attending local, district, and state meetings and committee meetings.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of programs, laws, and processes required in public recreation and administration.
- Thorough knowledge of the principles, techniques, and processes of public business administration as it relates to parks and recreation planning development.
- Ability to establish and maintain effective relationships with associates, business partners, other government/non-government agencies and the public.
- Ability to create and execute presentations to the public and public officials.
- Knowledge of financial and personnel principles and practices.
- Knowledge of computer applications and word processing.
- Ability to work independently on difficult or complex assignments and to interpret and execute verbal and written instructions with minimal supervision.
- Ability to handle sensitive and confidential information in a professional manner.
- Ability to speak and write effectively.
- Ability to regularly report to the job at assigned times and perform assigned duties.

**EDUCATION:**

- High School Diploma or GED equivalent
- Bachelor's Degree in recreation administration, public administration, physical education, or related field (preferred).

**CERTIFICATES AND LICENSE REQUIRED:**

- Valid driver's license
- CPR and first aid certification

**Experience:**

- Recreation and Parks Supervisor: 2 years (preferred)
- Leadership Experience: 1 year (preferred)

**SALARY RANGE:**

- Dependent upon education and experience.

**HOW TO APPLY:**

Submit a detailed resume to the City of Loris, located at 4101 Walnut St Loris, S.C. 29569.

**DEADLINE:** May 31, 2021 at 5:00pm.

**The City of Loris is an Equal Opportunity Employer. All applicants will be considered without regards to their age, sex, race, or religion.**

*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.*