

## **POSITION DESCRIPTION**

### **CITY OF CONCORDIA**

**POSITION TITLE:** Wellness and Recreation Director  
**POSITION REPORTS TO:** City Manager

**PURPOSE OF THE POSITION:** The Wellness and Recreation Director plays a key role in the formulation and implementation of a community recreation master plan; takes a lead in working with city staff, Cloud County Community College, USD 333, and CloudCorp to optimize use of facilities and availability of programs with the goal of making Concordia a more attractive place to live; plans, promotes and oversees community-wide wellness and recreation activities; has overall charge of and responsibility for the operation and maintenance of the sports complex and the city sponsored programs for youth baseball, softball, and soccer; and organizes and oversees adult basketball and volleyball leagues. The Director has supervisory responsibility for one full time employee and 30 to 40 summertime employees. The orientation of all city sponsored youth and adult wellness and recreation activities will be toward safety, inclusion and participation rather than competition. Maintaining a safe and welcoming environment is essential.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The Wellness and Recreation Director must be adept at tactful interaction with members of the public, program participants, media representatives, city departments heads, and staff. Ability to effectively communicate both orally and in writing is essential. A high degree of familiarity with the operation of baseball, volleyball, basketball, and soccer leagues is required. The director must exercise independent judgment and ingenuity in accomplishing the long and short range goals and objectives of the Wellness and Recreation Program. The director should be ambitious in working to improve community wellness and broaden participation in recreational programs. Initiative in seeking grant funding will be expected.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **Cooperating, Planning, Supervising, and Leading**

- Work closely and cooperatively with the other department heads and city staff as a part of the city management team.

- Participate centrally in the development of a new recreation and wellness comprehensive plan and safety/accident response protocols and training.
- Supervise all coaches and other wellness and recreation employees and volunteers to ensure that participants in city recreation and wellness programs are afforded a safe, wholesome, and enjoyable experience.
- Be a leader in working with other community organizations to promote wellness and healthy lifestyles for all members of the community.

### **Informing, Collaborating, Facilitating, and Directing**

- Attend all regular meetings of the city commission unless excused by the city manager, to inform the commissioners of departmental activities.
- Collaborate with CloudCorp, Cloud County Tourism, and the Concordia Chamber of Commerce in structuring wellness and recreation programs that assist economic development, either by adding to the amenities available in the community or by staging events such as annual runs that draw participants and spectators to the community.
- Work closely with USD 333 and Cloud County Community College to facilitate cooperative use of facilities and programs.
- Integrate the city's wellness and recreation programs with the Community Health Improvement Plan of the Community Health Assessment Committee of Cloud County Health Center.
- Directly oversee the maintenance of the sports complex. The Recreation Director will be responsible for the hiring and supervision of all full time and part time city maintenance and grounds keeping employees at the Sports Complex and all employees involved in the city's wellness and recreational programs.

### **Meeting, Managing, Overseeing, and Optimizing**

- Attend Wellness and Recreation Advisory Board meetings. The Director will have authority over and responsibility for all plans and operations of the city's wellness and recreational programs, but should give due regard to the advice and recommendations of advisory board members. The Board is advisory only and has no authority to supervise the activities of the Director.
- Attend meetings of other community organizations as advisable.
- Manage all aspects of participation and scheduling for city wellness and recreation programs.
- Oversee the recreation budget.
- Seek to optimize use of existing facilities by encouraging and facilitating tournaments and events.

- The Director is expected to be in attendance at the sports complex during city sponsored youth baseball and softball games, and as advisable during other city sponsored wellness and recreational activities

### **Additional Functions and Duties**

- Attend conferences and meetings of organizations involved with wellness and recreation program.
- Other functions and duties as assigned by the City Manager.

**QUALIFICATIONS:** Minimum qualifications for the position include a Bachelor's Degree in Kinesiology, Sports Management, Exercise Science, Recreation Administration, or a closely related field; 2-5 years' experience in planning or administering recreational and wellness programs; or any equivalent combination of education, training and experience that provides a thorough knowledge of the equipment, facilities, and programs required in a comprehensive wellness and recreation program. Valid Class C Kansas Driver's License and an established personal driving history that is acceptable for coverage by the City's insurance carrier required.

### **EQUIPMENT USED:**

Personal computer, portable radio, phone, wellness and athletic paraphernalia, motor vehicles.

### **PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the adjust focus.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands stated here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- Noise level is usually quiet while in the office, or moderately noisy when in the field.