

Town of Damascus

"The Strength of a Town Lies in the Confidence and Cooperation of Its People"

PO DRAWER 576

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- POSITION TITLE: Parks & Recreation Director
- CATEGORY: Parks & Recreation
- POSITION PLACEMENT: Appointed by the Town Council
- PUBLIC SERVANT: Serves at the pleasure of the Council
- REPORTS TO: Town Manager
- REQUIREMENTS: High school diploma or GED *plus* education and experience equivalent to at least an Associates Degree in Public Administration, Recreation, Tourism, or a related field.
- JOB SUMMARY: Under the direction of the Town Manager, provides interpersonal skills, programming of facilities, assistance in tourism and marketing, and direction of maintenance of parks and related facilities. Accountable for coordination of programming facilities, facilities upkeep, marketing, outdoor recreation projects, and relationships with trail and other outdoor recreation organizations. Employee's actions will have considerable impact on financial resources, goodwill, and/or public assets of the Town. Significant interaction with diverse constituencies and public contact is required. Considerable independence in decision-making will be expected. (Performs related work as required.)

Duties as the Parks & Recreation Director may include, but are not limited to:

1. Plan, organize, direct, and evaluate the overall operations of the town recreation facilities.
2. Coordinate activities with other agencies, town officials and Town Manager, ensuring that all laws, regulations, and procedures are followed.

3. Develop and provide proposals for programming and marketing programs that may be beneficial to the community's recreation offerings.
4. Recommend and implement specific actions and ensure that decisions are implemented related to the town's recreation facilities and tourism programs.
5. Supervise maintenance of all recreation facilities, including direction of Public Works personnel to address necessary maintenance tasks specific to the Department.
6. Perform administrative activities of the Department related to any marketing, events, forms, permitting, or related maintenance or enhancement projects.
7. Perform safety talks for schools, professional organizations, civic groups, or other such groups which may be utilizing town facilities.
8. Keep records and prepare reports, including accident and personnel reports, as necessary.
9. Develop budgetary reports and requests for the Department, as necessary.
10. Plan, lay out, and direct the work of the Public Works Department as necessary to maintain facilities.
11. Establish and maintain an effective working relationship with the public, outdoor recreation organizations and other employees.
12. Exert themselves physically for short or extended periods of time during setup or takedown of events, maintenance of facilities, or other times.
13. Direct and control traffic, when necessary.
14. Act as the point of contact for the Appalachian Trail conservancy and Creeper Trail conservancy in the absence of the Town Manager, coordinating and reporting back such activities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must react quickly and calmly in emergency situations and to determine proper course of actions; must be proficient in operation of facilities, including lighting, camera systems, and sound system interface.
- Must be able to communicate clearly and professionally when representing the Town as the point of contact for the Appalachian Trail Conservancy, Creeper Trail Conservancy, USFS, and other recreation or tourism authorities.

- Must be able to supervise personnel functions of the Public Works Department as necessary to maintain and enhance recreation facilities, and to assist in public works projects to assure that sufficient work force is available to complete projects successfully.
- Must be able to prepare necessary reports submitted to the Town Manager and Council, or to assist in relevant planning or construction projects; assist in preparing budget estimates and control the expenditure of allotted funds; ability to effectively use necessary tools and operate equipment necessary to the efficient operation of facilities.
- Ability to promote a favorable public image of the Town, encourage subordinates to present a courteous attitude when dealing with the public; respond to complaints and questions in a cooperative, informative manor; speak before groups emphasizing positive aspects of the community and its facilities.

SPECIAL REQUIREMENTS:

- Valid State Driver's License, or ability to obtain one
- At least 5 years' experience in a recreation field, or similar field.
- Ability to work long hours as necessary and physically capable to complete maintenance projects.