

**Job Description: RUGBY RECREATION DIRECTOR**

**Department:** Recreation

**Reports To:** Recreation Portfolio Holder

**Supervises:** Recreation Manager, Coaches, Seasonal Groundskeeper

Essential Functions of the job:

- 1) Oversee the Recreation Manager and staff.
- 2) Responsible for hiring coaching staff with assistance from the Recreation Manager.
- 3) Responsible for holding weekly meeting with Recreation Manager.
- 4) Maintain a safe and clean environment for everyone who uses the city's facilities.
- 5) Do what's needed and work closely with others to ensure the growth of the program.
- 6) Complete a budget each June for next year and return to City Auditor.
- 7) Review inventory reports each August and return to City Auditor.
- 8) Review and sign off on Recreation Manager, Coaches and Grounds Keeper timecards. Turn timecards into City Hall.
- 9) Provide a program participation summary report at end of the season and return to City Auditor.
- 10) Coordinates recreation activities with other organizations in the city as appropriate; meets with committee, clubs and civic groups to explain objectives and policies; plans and approves news releases and other public information material.
- 11) Arrange registration days, to be held in May, for recreation program.
- 12) Maintain inventory records and direct the ordering of all supplies and materials.
- 13) Works with the recreation portfolio holder to recommended fees, charges and to establish rules and regulations which pertain to the recreation programs.
- 15) Responsible to ensure that job descriptions of employees and code of conduct are reviewed with each employee. Have each employee sign job description and file original with City Hall for the employee personnel file.
- 16) Coordinate and ensure the cleanliness of the bathrooms, office, garage, picnic area, volleyball courts and etc.