



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Director
DEPARTMENT.....:	Parks and Recreation
DIVISION.....:	
CLASSIFICATION/GRADE....:	Parks & Recreation Director/II
REVISED.....:	06/2018
REPORTS TO.....:	Parish Manager
REVIEWED.....:	06/2018
WAGES.....:	Salaried

SUMMARY:

This position is appointed by the Parish President subject to the approval of the Terrebonne Parish Council. The director of this department is responsible for the overall supervision of the departments several divisions: Youth Recreation Services, Adult Recreation Services, Special Recreation Services, and Recreation Facilities Maintenance. This position is under the direct supervision of the Parish Manager.

BASIC FUNCTIONS:

Pursuant to Section 2-78 of the Terrebonne Parish Code, the director of the parks and recreation department shall direct and be responsible for:

1. Parks, recreational facilities and playgrounds.
2. Recreation activities.
3. Other leisure time activities.
4. Other such responsibilities as may be directed by the president.

OTHER REQUIREMENTS:

1. Experience coordinating multiple recreational and leisure time activities, or significant senior level professional work experience in sports, recreation or leisure time activities.
2. Experience in federal, state or local government, or possess a working knowledge of local government.
3. Prepares and manages the Annual Budget for all recreation programs.
4. Experience with, or working knowledge of, recreation programs such as football, baseball, softball, soccer, swimming, etc
5. Sources and approves all purchases of supplies and operating inventory within the guidelines of public purchasing law requirements.
6. Ability to coordinate multiple activities, and provide necessary supervision over youth and adult participants in parish sponsored recreational activities.
7. Provides for risk management practices and ensures all safety rules, regulations and procedures are followed; ensures all employees, seasonal personnel and volunteers are trained in safety procedures.
8. Continuously monitor and evaluate the efficiency and effectiveness of department methods, procedures and programs; identify and implement opportunities for improvement and essential program features such as online registration are operating effectively.

EDUCATION/EXPERIENCE:

1. Requires a Bachelor of Science Degree in Physical Education or Sports Management, or other similar field of study, or professional level work experience in sports, recreation, leisure time activities, or similar field
2. Must have the ability to communicate effectively, both verbally and in writing with other staff and the public.
3. Must be proficient with the personal computer (with an emphasis on spreadsheet and word processing programs.)