



TOWN OF PLATTEVILLE

400 Grand Avenue, Platteville, Colorado 80651
970.785.2245 (p) / 970.785.2476 (f)
(www.plattevillegov.org)

Job Description

POSITION:	Recreation/Senior Director
DEPARTMENT:	Recreation/Seniors
CLASSIFICATION:	Full-time salaried employee
WORK SCHEDULE:	Primarily Monday – Friday with evening and weekend hours required based upon activities
SALARY RANGE:	\$58,000 - \$65,000 DOQ/E
BENEFITS:	Health, Dental & Vision Insurance. PERA Retirement. Vacation, sick and holiday leave time.
DEADLINE:	April 26, 2019 @ 4:30pm

JOB SUMMARY:

The Recreation/Senior Director is primarily responsible for coordinating and managing a wide range of recreational and senior citizen programs, services and activities for youth and adults of all ages in the Platteville community. As a department head, the Recreation/Senior Director is a member of the Town's management team which also includes the Town Clerk/Treasurer, Police Chief, Public Works Director and Town Manager.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED:

Responsible for supervision over a part-time Senior Coordinator and seasonal recreation employees along with volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Platteville retains the right to modify or change the duties or essential functions of the job at any time.*

- Organizes and schedules a variety of programs and activities for local and area youth, adults and seniors.
- Manages a financial budget to operate and maintain all recreation and senior activities and programs.
- Oversees the operation and maintenance of the Senior Activity Bus and Director's vehicle.

- Manages the Community Complex which includes the Community Center, Senior Center, Fitness Room and outdoor sporting amenities.
- Attend local community meetings as appropriate for the purpose of promoting the recreation & senior programs, securing additional resources to maintain the programs, and strengthening communication between local community groups.
- Conduct ongoing recruitment of participants for the various programs. Provide or schedule appropriate training for volunteer coaches, seasonal employees and volunteers who are involved in program activities.
- Develops short and long term goals to enhance participation and provide additional activities and events. Research and apply for grants and funding sources and maintain all reporting requirements and documents for such grants.
- Coordinates with other recreation & senior programs and districts in the area and County to ensure involvement with various leagues and organizations.
- Develops monthly activity calendars and schedules to provide accurate, timely information to participants, parents, seniors and the community in general.
- Maintain a positive partnership with the Weld RE-1 School District and other community representatives that will assist in developing and implementing goals and activities for the local programs.
- Meets regularly with the Town Manager and submit quarterly reports to the Board of Trustees as requested.
- Coordinates registration and enrollment for all programs with assistance of Town Hall and the front office administrative staff.

EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or equivalent is required. Bachelors or Associates degree in Recreation, Geriatrics Management or equivalent is desired.

Special Training or Experience: CPR and First Aid Certification.

Work Experience in Positions Similar or Related to this Job: One to three years of related experience and/or training, or equivalent combination of experience, education and training is preferred.

Other Requirements: Possession of a current and valid Colorado driver's license with an acceptable driving record. Employment background check.

REPORTING RELATIONSHIPS:

This position reports to the Town Manager and to the Town Board as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively in written form and verbally. Ability to read and interpret documents and maintain strong organizational skills. Ability to respond to common inquiries, handle complaints and effectively present information to Town officials, staff and the general public.
- Efficient knowledge and ability to operate a computer to complete and manage reports, grants, documents, schedules and general spreadsheets.
- Must possess and demonstrate strong leadership skills with a strong commitment to the health, welfare and overall betterment of the local youth participating in the Platteville Recreation Department.

EQUIPMENT USED:

Town or personal vehicle, various recreation field equipment items, phones, computer, copier, fax, typewriter and other similar business / office equipment.

ENVIRONMENTAL CONDITIONS:

Ability to work in both indoor and outdoor environments throughout the year. Ability to work early morning and/or late evening hours and weekends based upon work and activity schedules.

OTHER GENERAL REQUIREMENTS:

- Ability to conduct activities involving walking, standing, running and sitting. Ability to lift, carry or move over 25 lbs.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of the situation and document the results.
- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer and celebrates diversity in the workforce.