



Job Posting

Job Title: Recreation Director
Department: Recreation
Immediate Supervisor: Mayor
Status: Part-time
Salary Range: \$17.66/hour -- \$29.44/hour

The City of Richmond Heights is seeking an experienced Recreation Director to plan, develop and manage citywide recreation programs and special events for children and adults.

POSITION SUMMARY

- Under the general direction of the Mayor, this position heads the Recreation Department
- Design and implement recreational programs.
- Manage and provide supervision for staff members and volunteers.
- Prepare reports and maintain annual operating budget for recreation programs/functions.
- Develop advertising, marketing, and promotional materials for recreation programs.
- Responsible for fundraising and small grant writing.
- Serve as the Chairperson for the Recreation Board.
- Attends Council Meetings.
- Ability to work a flexible work schedule to include evenings and weekends depending on the season and activities.

Qualifications: To perform this position successfully, an individual must be able to perform each essentially duty satisfactorily. The requirements below are representative of the knowledge, skill and/or abilities required.

Bachelor's degree in Parks, Recreation Administration, Physical Education or closely related field or a combination of 3 years education and experience planning and directing recreation programs. Strong leadership and management skills with demonstrated knowledge of the fundamental and accepted practices in Recreation operations and administration. First-hand knowledge of budgets, capital improvement projects, and alternative funding sources. Ability to assess goals and strategies and provide supervision to staff members. Computer experience utilizing Microsoft Word & Excel along with Website and Social media applications. Pool Certification is desirable. Please email resume to: hr.manager@richmondheightsohio.org