



## **EXECUTIVE DIRECTOR POSITION**

### **JOB DESCRIPTION**

The Executive Director is a full-time, supervisory management position (approx. 35hrs/wk.) that reports to the Board of Directors of the organization. Activities include planning, organizing, and managing recreation activities and programs for the community, as well as providing direction, leadership, and oversight to all parks and recreation programs and facilities. Prepares long-range strategic plans for the department. Work requires contact with the board of directors, local officials, and the general public.

### **DUTIES AND RESPONSIBILITIES**

1. Plan, organize, direct, coordinate, and evaluate recreation programming
2. Develops staff including hiring, training, and motivation.
3. Plans, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.
4. Develop and direct long range plans for recreation programs, parks, and facilities to accommodate community growth, goals, and parks and recreation needs.
5. Recommends the development and maintenance of park and playground areas and of structures and facilities to best serve the interests of the community.
6. Perform duties and projects in a timely manner.
7. Receives input from community groups and individuals regarding parks and recreation needs; utilizes such input for overall planning, programming, program evaluation.
8. Prepares the Parks and Recreation budgets, submits recommendations to the Board, as well as Decatur County Board of Commissioners.
9. Attends meetings of department heads, boards, agencies, and community groups to present department programs and needs.
10. Coordinates with Economic Development Planner on park design and construction.
11. Performs related duties as required.

### **Job Knowledge and Skills**

- General knowledge of current literature, trends and, developments in the field of parks and recreation development.
- Knowledge of the principles and methods of parks and recreation planning and development.
- A working knowledge of local and state political structure preferred
- Excellent communication in interpersonal, oral, and written forms.
- Facilitate communication of parks and recreation department activities, programs, and projects to the public. Knowledge of social networking and management tools preferred.
- Experience and knowledge of word processing and Google Drive preferred products.
- Ability to seek, write, submit, and carry out requirements of grants supporting the programs and activities of the department.
- Ability to effectively communicate, motivate, hire, supervise, and evaluate employees.
- Strong public relations skills, with the ability to establish and maintain strong working relationships among diverse groups of people.

### **Physical Requirements**

- Must be able to physically perform the duties and responsibilities of the Executive Director.
- Must be able to perform light work exerting up to 20 pounds of force occasionally.
- Must be able to drive a motor vehicle.
- Anything that this person is physically able to do that does not infringe on their religious or other beliefs should be done on request.

### **Education and Experience**

Bachelor's degree preferred, or equivalent combination of education, training, and experience.

### **Special Requirement**

Must possess a valid Indiana driver's license and be able to successfully complete a thorough background check, and successfully complete a drug test.

### **Compensation Package:**

Salary commensurate with skills and experience.

**DEADLINE AND SUBMISSION** Resumes and applications are being collected through September 30. List of References encouraged.

Interested applicants should contact [erica@visitgreensburg.com](mailto:erica@visitgreensburg.com) with their resume and cover letter.

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