



# Town of Julesburg

100 West 2nd Street

Julesburg, CO 80737-1506

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## JULESBURG RECREATION DIRECTOR JOB DUTIES and RESPONSIBILITIES

**General Statement of Duties:** This is administrative work at a specialized level. Work involves planning, organizing and administering a township recreation program. Assignments are difficult and are carried out in accordance with occupational practices and procedures. The current youth sports include baseball and softball, basketball, soccer, football and volleyball. The Recreation Director will also oversee the Julesburg public swimming pool each year.

**Supervision Received:** Work is performed under the general supervision of the Town Manager and on behalf of the Julesburg Board of Trustees.

**Supervision Exercised:** Supervises, selects and trains all volunteer employees along with part-time pool employees. Evaluates recreation employees on work performed within the recreation program.

**Example of Duties:** The following examples of duties are intended to be illustrative only and are not to be all inclusive.

- \*Plans, organizes, promotes and evaluates the total recreation program and assists the Julesburg Board of Trustees in developing and administering the recreation program.
- \*Participates in conferences and meeting with other public and private recreational agencies for the purpose of developing more effective programs and coordinating the Town's programs with the programs of those agencies.
- \*Prepare quarterly reports of recreation activities, program equipment and maintenance needs and income and expenses.
- \*Review time and attendance records of recreation personnel that receive pay for hours worked and provide information to the Town Clerk.
- \*Establishes and develops programs for the continuing use of volunteers and part-time employees of the recreation program. This includes the referees for the various sports.
- \*Coordinates schedules for the use of recreation facilities.

- \*Prepares news releases, flyers oriented toward special events for distribution to the schools, program booklets for each season, and promotional material for public consumption relating to the Town's recreation programs.
- \*Assists with management, oversee and control of expenditures for the recreation program.
- \*Assists the Town Clerk and Town Trustees in the preparation of the annual budget data for the total recreation program and facilities assigned, including justification of budget estimates and work programs.
- \*Must maintain accurate methods of controlling spending within the department budgets. Submit yearly budget report and next year projection to the Town Manager and aid in preparation of department budget for following year, along with a two (2) year projection of departmental budget. Must monitor monthly spending with monthly budget comparison as provided by the Town Clerk.
- \*Performs other related work as required.

**Required Knowledge, Skills, & Abilities:**

- Previous experience with recreation and/or coaching, Bachelor's degree preferred, degree in Recreation Management or similar field preferred
- Applicants should have strong communication skills, be organized and able to work independently
- Current and valid driver's license
- Completion of CBI background check
- CPR / First Aid / AED certifications preferred, annual concussion training and water safety instructor certification is favorable

Upon employment, the position will follow the calendar year and will be reviewed annually by the Julesburg Board of Trustees. The wage for the Recreation Director for the year 2019 is negotiable based on experience (not to exceed 1,000 hours per calendar year). Typical work time has been 20 hours per week. No overtime work is permitted nor compensated for. All hours must be recorded. Salary is payable per time sheet submitted to the Town Clerk at the end of each month worked. If you are unable to fulfill your duties and must resign, a two (2) week notice is required.