

**REQUEST FOR APPLICATIONS OR RESUMES** for the part-time Recreation Director for the Town of Julesburg. The position is available immediately and will involve the planning, organizing and administrating of a youth recreation program for several sports. For a full listing of job responsibilities, visit the Town of Julesburg website, under Employment Opportunities or collect a packet at Town Hall, 100 West 2<sup>nd</sup> Street. Applications or resumes are being accepted into Town Hall until the position is filled.



# 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 administrating 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, flag football and volleyball. The Recreation Director may assist or oversee the Julesburg public swimming pool each year. In the past, the Town has had separate Pool Director/s since the swimming pool and baseball and softball seasons overlap.

**Supervision Received:** Work is performed under the general supervision of the Town Manager and on behalf of the Julesburg Board of Trustees. The Town Clerk assists in setting up the RevTrak portal, supplies and equipment orders, and distribution of registration materials.

**Supervision Exercised:** Supervises, selects and trains all volunteer coaches, and possibly the 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. Most games and competitions should be played in Julesburg and Ovid with the occasional games being held in Oshkosh, Holyoke, etc.

- \*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 and annual 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 prior to payday.

- \*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 and attempting to keep most games local in Julesburg and Ovid.
- \*Prepares news releases, flyers oriented toward special events for distribution to the schools, program booklets for each season, facebook passwords for managing the Julesburg Recreation account and promotional material for public information 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 / Town Clerk and aid in preparation of department budget for following year, along with a two (2) year projection of departmental budget.
- \*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
- Favorable pre-employment and random drug testing
- 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 is negotiable based on experience (not to exceed 1,000 hours per calendar year). Typical work time has been 15 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.