

## **ASSISTANT PROGRAM DIRECTOR**

### **Job Description**

The Canton Joint Recreation District (CJRD) is seeking a highly skilled individual to lead and manage the District in recreation programming. This full-time position will be responsible for the CJRD's administration, leadership and promotion of the department and will work collaboratively with management decisions with the Treasurer and Maintenance Director when Recreation Director/Program Manager is absent.

### **Position Purpose**

The Assistant Program Director is responsible for the development, organization, efficient operation, and administration of recreation programming for the City of Canton.

### **Essential Job Functions**

1. Develops schedules, organizes, and oversees recreation programs.
2. Keeps individual and/or team standings and records for all leagues and programs in open files.
3. Develops and maintains communication and contracts with outside organizations for the purpose of assigning officials to leagues and activities as needed.
4. Compiles financial reports and invoices for payment of game officials.
5. Maintains timesheets for site supervisors and reports such to the Treasurer for payment.
6. Promotes and advertises recreation programs to the public via the CJRD website, social media, print marketing, email, press releases, etc.
7. Performs administrative duties such as answering a telephone, writing reports, customer service, and any other office duties as assigned. Additional responsibilities include purchasing program equipment and supplies with approval from the Recreation Director/Program Manager, attending CJRD Board meetings, attending professional conferences and workshops, enforcing department rules and regulations, and making recommendations for hiring of employees.
8. Cooperates with residents, non-residents, businesses, non-profit entities, and other outside organizations on the usage of recreation and athletic facilities.
9. Must be comfortable with public speaking for the purpose of advocating local businesses.
10. Ability to establish contracts and formal partnerships.
11. Performs related duties as assigned.

### **Other Job Duties**

Works in cooperation with the Treasurer/Office Manager relative to office decisions and levy functions. Also, works in collaboration with the Treasurer/Office Manager, and Maintenance Director when the Recreation Director/Program Manager is absent.

### **Relationships**

Supervision over summer camp employees, seasonal recreation employees, site supervisors, program participants, and league coaches and officials. General supervision from the Recreation

Director/Program Manager. Ability to schedule and coordinate efforts with the Canton Park Commission.

### **Equipment Used**

Fluent in Microsoft Office and current recreation software.

### **Qualifications**

- Bachelor's degree in Parks & Recreation Management or related field from an accredited college or university.
- Minimum three (3) years' experience in recreation and athletics with emphasis in a supervisory capacity.
- Must have a valid Ohio driver's license.
- Must pass a background check before being hired.

### **Knowledge, Skills and Abilities**

- Deep knowledge of recreation program management.
- Good written and verbal communication skills.
- Abilities to initiate new programs and activities.
- Excellent public speaking skills.
- Excellent computer and database management skills.

### **Physical Aspects of the Job**

Work involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The Canton Joint Recreation District promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.