

## **APPENDIX A**

### **PARKS & RECREATION DIRECTOR JOB DESCRIPTION**

**Bath Charter Township  
Job Description**

Title: Parks & Recreation Director Reports  
To: Administrative Services Coordinator  
Positions Supervised: Seasonal Help & Volunteers  
Employment Status: FLSA—Non Exempt

**Broad Statement of Responsibilities:**

Plans, organizes, and supervises all events and programs of the Bath Charter Township Parks & Recreation Department recreational programs.

**Specific Duties and Responsibilities:**

- Prepares and recommends long-range and short-term plans to meet Township Park and recreational needs.
- Participates in design and modernization of existing park facilities.
- Participates in land acquisition activities for park development.
- Consults with other governmental officials about the operation of park systems.
- Plans and executes both short and long-range programs and coordinates departmental activities with Township departments, other municipal governments and private or civic organizations.
- Plans, organizes, promotes, and directs and oversees the development and organization of recreational activities to meet the needs and desires of Township residents.
- Conducts research and analysis on a routine basis to determine programs, activities and services that should be added, suspended or reviewed in order to meet the needs of the public
- Recruits, interviews, and trains coaches and volunteers, and determines their duties, responsibilities and performance standards.
- Ensures that space and facilities are available and in proper condition for recreational activities.
- Prepares and disseminates information regarding the programs, facilities and/or activities provided by the Department to the public.
- Represents the Parks & Recreation Department at meetings, and on boards and committees.
- Makes public presentations regarding the programs, facilities services and activities provided and routinely solicits feedback.
- Participates in the preparation of the annual Department budget and monitors expenditures.

- Plans and reviews Department budget.
- Follows all policies, procedures, and recordkeeping systems for assigned programs and activities.
- Implements all applicable laws, rules, and regulations/standards pertaining to the recreation industry, parks and recreation programs, and facility management.
- Undertake additional duties as assigned by the Administrative Services Coordinator or the Township Superintendent.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **Desirable Employment Qualifications**

- High school diploma with a minimum of one year of relevant experience.
- Proven knowledge of the principles and practices of local government, including finance.
- Considerable skills in computer usage with experience in on-line database information systems.
- Ability to effectively communicate verbally and in writing.
- Ability to develop self-directed work plans from general instructions.
- Ability to meet the public and discuss problems, complaints, and issues of concern in a tactful, courteous, and effective manner.
- Ability to work cooperatively with supervisors, other staff members, other department personnel, vendors, and the general public.