

Village of East Alton

Park & Recreation Superintendent

MISSION STATEMENT: To provide a wide range of leisure services to the citizens of the Village of East Alton to facilitate good health, fitness, and well-being.

WORKING CONDITIONS: Duties are both inside and outside, day and evening, and weekdays and weekends.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Assist in recruiting, interviewing, screening, and recommending of qualified persons to fill part-time or volunteer openings.

Assists in the responsibility of supervising, evaluating, and developing staff and volunteers, including hiring officials and other support staff deemed essential for programs.

Develop, initiate, and supervise league programs including Baseball/Softball, Soccer, and Basketball, Soccer 4 Tots, Junior Basketball, etc., and any on-going program in an effective, comprehensive manner.

Responsible for "on-site" supervision of leagues and special events.

Responsible for building "coverage."

Prepares and administers league program budgets.

Maintains files of all administrative records that result from league programs.

Maintains and replenishes supplies and equipment for all leagues.

Conducts periodic review and evaluation of programs, making such changes and recommendations for change as seem appropriate.

Prepares league program announcements and their distribution.

Represents East Alton in Tri-City Recreation.

Responsible for maintaining inventory of concession supplies.

Maintains Keasler Complex and VanPreter Park calendars.

Coordinates and administers Keasler Recreation Complex membership requirements.

Keeps abreast of professional development in recreation field.

Assists in development of monthly work schedule.

Writes and submits bill vouchers for Playground fund to Village Board.

Writes and submits checks for Community Building and writes bill sheet for Community Building Board.

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Responsible for deposits for Playground and Community Building.

Records deposits and expenditures for Community Building in Community Building ledger.

Responsible for determining payroll and keeping of payroll records.

Assists in developing a “working budget.”

Assists in Soap Box organization, including coordination with Public Works, volunteers, staff, and vendors. Includes “on-site” supervision on day of race.

Serves as consultant to Public Works Director.

Other duties as assigned by Public Works Director.

Prepares plans for new playground equipment, landscaping areas, etc., and cost analysis of projects.

Inspects flowers, shrubs, and trees for evidence of insects, fungi, and other pests. Sprays or dusts chemicals on infected areas.

Qualifications

EDUCATION/EXPERIENCE:

Degree in Physical Education, Recreation, or related field. Prior experience in recreation programming and bookkeeping (preferred but not required).

JUDGEMENT/INITIATIVE:

Must be able to work with a wide variety of youth, adults, and senior citizens.

PHYSICAL EFFORT:

Duties may require for facilities to be set up, repairs made, and equipment moved. Duties may require officiating sports contests if needed.

SKILLS:

Strong communication skills, both verbal and written. Ability to handle and resolve conflicts with participants, volunteers, and staff.