PARKS AND RECREATION ASSISTANT DIRECTOR

General Statement of Duties

Performs manual work organizing, maintaining, and repairing grounds and facilities of the Municipal Parks and Recreation Program, attends to recreational activities, practices, and meetings, and helps to stock and serve concessions at events as directed by the Parks and Recreation Department.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative and professional duties to assist with the management of parks and recreation activities for the Town. The employee works closely with the Parks and Recreation Director to plan and to perform operations, projects, development, maintenance and repair of Parks and Recreation activities, programs, grounds, and facilities. Work requires contact and interaction with the public, with private groups, with civic organizations, with local officials, and with youth in the promotion, development, and direction of the parks and facilities maintenance program. The Employee will be subject to hazards in parks and recreation work including working in both inside and outside environments, noises, and atmospheric conditions. Duties may also expose the employee to human body fluids and are covered by the OSHA requirements of blood borne pathogens. Work is performed under the supervision of the Parks and Recreation Director and reviewed through periodic conferences, reports, and results.

Duties and Responsibilities

Essential Duties and Tasks

* Prepares and maintains fields at Kenan Park Ballfields and Turkey Stadium under the direction of the Parks & Rec Director for Youth Recreation/Sports
  + Drags infields at least once per week, year-round
  + Waters fields as needed
  + Marks fields
  + Ensures equipment is ready and available for games including lighting and scoreboards
  + Coordinates with Public Works to spray fields for weeds, ants, etc.
* Enforces Department Policies and Rules with participants, parents, and spectators in cooperation with the Parks & Rec Director
* Assists Parks and Rec Director as needed with concessions, gate fees, sign-ups, practices, games, meetings, coaches, and any other tasks needed.
* Heavy lifting, manual labor and use of equipment such as lawn mowers will be required.
* Ensures lighting, scoreboards, fences, and small repairs at Kenan Park and Ballfields, Concession Stand, and Turkey Field are maintained. Reports major repairs to the Public Works Director, Town Manager, and Executive Assistant
* Coordinates with Public Works to spray fields for weeds, ants, etc.
* Cleans interior restrooms and Concession Stand building and empties trash nightly.
* Checks dug outs for cleanliness and ensures coaches have emptied trash bins nightly.
* Opens/closes facilities for practices and games in coordination with the Parks & Rec Director
* Attend Youth Recreation Events, Tournaments, and rental events in conjunction with the Parks & Rec Director.
* Run errands as needed for the Parks and Rec Director.
* Weekend and evening work is required not to exceed 30 hours per week.

Parks and Recreation Assistant

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Additional Job Duties

Backs up Parks and Recreation Director as needed.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

Thorough knowledge of programs, laws, and processes required in municipal athletics and events administration.

Thorough knowledge of legal liability issues related to public programs and facilities.

Thorough knowledge of the principles and methods of parks and recreation planning and development.

Some knowledge of land use and resulting recreation and park needs.

Knowledge of facility maintenance, landscape and turf maintenance and related fields.

Knowledge of modern human resource management laws regulations and practices and of the Town’s budgeting, purchasing and personnel policies and procedures.

Skill in collaborative conflict resolution, teamwork and customer service excellence.

Ability to effectively communicate, motivate, hire, conduct performance coaching, and team building with staff and volunteers.

Ability to develop and maintain effective relationships with local officials, the public, coworkers and volunteers.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, do extensive reading, drive a motor vehicle, and be able to inspect the work of others.

Desirable Education and Experience

High School Diploma or an equivalent combination of education and experience.

# Special Requirement

Possession of a valid North Carolina driver's license.

May require professional certification, pesticide applicator certification and/or playground equipment safety inspection certification.

Willingness to work weekends and nights.

Kenansville 2024