



650 Piney Drive P. O. Box 70 Big Piney, Wy 83113 [www.bigpiney.us](http://www.bigpiney.us)

## Big Piney Recreation

Position Notice

**DIRECTOR – FULL TIME**

***The Town of Big Piney and Big Piney Recreation are seeking a full time Director.***

The Director works under the Big Piney Town Mayor to manage and administer day to day operation of the Big Piney Recreation Center. Provide highly responsible and complex administrative support to Town of Big Piney Council. Work under policy direction of the Mayor to direct, manage, supervise, plan, and coordinate the programs and operations of the Recreation Department, and Recreation Center including; affiliated boards and committees, youth and adult sports leagues and tournaments, youth and adult classes, activities, special events and fitness programs and other related recreation programs and facilities.

***Reports to:***

Big Piney Town Mayor

***Terms:***

Full time, salary, exempt. This position is a full-time with benefit package. Hours will include evenings, weekends and some holidays.

***Application and Deadline:***

Applications will be accepted until Friday, June 15<sup>th</sup>, 2017 at 6:00PM.

Return application packets must include Big Piney Recreation Application, Resume and at least three letters of recommendation. Please include copies of transcripts and/or all relevant certifications. Incomplete applications will not be considered.

***For Application Packet and more information visit the website at [www.bigpiney.us](http://www.bigpiney.us) or stop by Big Piney Recreation.***



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## Big Piney Recreation

### ***JOB DESCRIPTION: DIRECTOR – FULL TIME***

#### **SUPERVISION EXERCISED:**

Exercises direct supervision over supervisory, professional, technical, and administrative full time, seasonal, and part time staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

Assume full management responsibility for the Recreation Department and Recreation Center including affiliated boards and committees, youth and adult sports leagues, youth and adult classes, activities, special events and fitness programs, and other related programs, facilities and recreation areas.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Recreation Department and Recreation Center; identify resource needs; recommend, develop, and implement policies and procedures.

Research, develop, and recommend recreation guidelines, policies, procedures, ordinances, resolutions, motions, agreements, and service contracts.

Evaluate, negotiate, amend, and recommend annual operating agreements by and between the Marbleton and Big Piney City Councils, County Commissioners and School District staff and board, needed to operate the Recreation Department and Recreation Center.

Represent the Recreation Department and Recreation Center to elected officials and outside agencies; explain and interpret Recreation Department and Recreation Center programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Plan, develop, estimate, calculate, coordinate, and recommend the annual Recreation Department and Recreation Center operation and maintenance budgets and capital improvements budgets including anticipated expenditures, revenues, and reserve accounts; recommend user fees and charges to meet the goals and expectations of the staff as directed by the Big Piney Town Council.

Manage a variety of cash management, bookkeeping, and accounting functions including general ledger posting, payroll, accounts receivable, accounts payable, and investments; generate and distribute payment vouchers to the Town Clerk for payment; process daily bank deposits and reconciliation of funds coming into the Recreation Department and Recreation Facility.

Administer, direct, oversee, and monitor the collection and safe keeping of all revenue and monies collected for facilities and equipment use and all related purchases and expenditures within the annual budget allocations for the Recreation Department and Recreation Center.

Research, evaluate, coordinate, prepare and administer Recreation Department and Recreation Center funding requests including donations, and other contributions of materials, equipment, cash, land, in kind service, and community service; solicit advertising, sponsorship, and promotional funding and services.

Prepare the Recreation Department and Recreation Center monthly report, program brochure, and monthly Town Council packets.

Select, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; work with employees to correct deficiencies.

Oversee and participate in the recruitment and training of volunteers to assist in Recreation Department and Recreation Center activities.

Plan, direct, and coordinate the Recreation Department and Recreation Center work plan; evaluate community needs and recommend programs and services to meet those needs; meet with staff to identify and resolve problems; assign projects and programmatic areas of

responsibility; review and evaluate work methods and procedures. Analyze effectiveness of services; make recommendations for addition, discontinuation, or modification of services.

Coordinate Recreation Department and Recreation Center activities with other outside agencies and organization; prepare contracts and agreements with other agencies.

Administer, manage, coordinate, and approve recreation program and facility public relations, media coverage, marketing, promotion, advertisement, news releases, and website information.

Manage all building service operation; oversee custodial services, preventive maintenance programs, repairs and renovation, new construction, maintenance of related building grounds, and other recreation facilities.

Respond to and resolve difficult and sensitive inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure services.

**OTHER JOB RELATED DUTIES:**

- Perform related duties and responsibilities as assigned by the Town of Big Piney Mayor.

**KNOWLEDGE/SKILLS:**

Operations, services, and activities of recreation services program.

Modern and complex principles and practices of public recreation program development, administration, and promotion.

Principles and practices of budget development and administration.

Principles and techniques used in public relations.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

Facilities and equipment required in a recreation program.

Technical, legal, financial, and public relations issues involved in the conduct of recreation programs.

Occupational hazards and standard safety practices necessary in the areas of recreation services and maintenance.

**Skill to:**

Operate modern office equipment including computer equipment, hardware and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Recreation Department and Recreation Center.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient recreation activities.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.

Manage the various aspects of recreation programs and operations.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and Recreation Center and Recreation Department policies and procedures.

Prepare and maintain accurate and complete records.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three to five years of responsible program administration experience including three years of management and supervisory experience is desirable.

**Training:**

Bachelor's degree from an accredited college or university with major course work in physical education, recreation administration, public administration, or a related field.

**License or Certificate:**

Possession of or ability to obtain, an appropriate, valid driver's license

Possession of a Class B commercial driver's license with passenger endorsement is desirable.

Possession of CPR, First Aid, and AED Certificates.

Certification as a Parks and Recreation Professional is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50lbs; with some exposure to outdoors; ability to travel to different sites and locations; availability for week-end and evening meetings and holiday events scheduled during non-working hours, availability to work on-call, stand-by, and emergency call.

I, \_\_\_\_\_ have read the above job description for the Big Piney Recreation Director position. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



# Town of Big Piney

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_