

Fair Grove District Park Board
P.O. Box 107
Fair Grove, Mo. 65648-0107

Job Title: Sports and Recreational Director
Job Classification: Part-time
Salary: \$16,000 per year, **No Benefits**
FLSA Status: Non- Exempt

Primary Purpose:

Assist the Park Board in implementing the policies of the park as established by the Board. Overseeing and leading all sporting events, and community events. Create and manage schedules for activities and facilities. Recruit, train, and oversee staff and volunteers.

Supervision:

Under the general supervision of the Fair Grove District Park and responsible for reporting directly to the Park Board.

Description Of Work:

Essential Functions:

1. Attend all regular monthly board meetings.
2. Create and maintain a handbook for the park and all sporting events and community events.
3. Maintain all current and future park events
4. Perform work as required.
5. Handles program registration and management from the public as assigned or based on the program assignment.
6. Utilize appropriate computer software applications such as work processing, spreadsheet.
7. Keep a time ledger of hours worked and what was done for the purpose of annual reviews, so the Fair Grove District Park Board may make adjustments to time and pay accordingly.

Other Functions:

1. Maintains an excellent relationship with the park board members, city council, police department, school, park director and athletic facilities caretaker.
2. Keeps Fair Grove District Park Board informed of essential issues.
3. Provides input when purchasing equipment and supplies.
4. Ensures that the established priorities of the Park Board are carried out to the best of your ability in a timely manner.

5. Get the shopping list for the concession stand to the treasure in a timely manner.
6. Inventory the concession stand with a member of the park board monthly during sporting events.

Qualifications:

1. Must have a valid Missouri Driver's License.
2. Must pass a criminal background check with MSHP
3. Preferred but not recommended to have experience in parks and recreation operations.
4. Must be a creative problem solver with a progressive approach.
5. Knowledge of modern office practices including, but not limited to word processing and spreadsheets.

Hours:

1. Job will require various hours per week and Saturdays depending upon time of year, working a minimum of 20 hours per week.
2. This is a part-time seasonal position. The Sports and Recreational Director will work more hours depending on the time of year, due to sport programs, community events, etc.