

Director of Parks and Recreation

Summary & Scope of Responsibilities: Spearheading the new department formation for Parks & Recreation for the Town of Colonial Beach; inclusive of supervisory work in directing and coordinating town events year-round, seasonal scheduled work programs, grounds and facility maintenance and upkeep, department budget planning, resource management, civic engagement and public relations on behalf of the department under minimal direct supervision.

Reporting Relationships: Reports directly to the Town Manager.

Essential Tasks & Responsibilities:

- Supervise operations, events and maintenance of Park facilities within the town of Colonial Beach, including amenities such as shelters, playgrounds, trails, gardens, offices, restrooms, etc.
- Preparation and tear down of park amenity reservations, permitted events and special events programmed by Parks and Recreation.
- Full-time and part-time departmental staff supervision to include, training, scheduling, coaching/counseling, evaluating and discipline.
- Develop, recommend, draft and enforce Park policies and procedures.
- Annual department budget preparation and monitor revenue and expenditures.
- Work collaboratively with internal departments and external partners for sponsorships, programming, and events.
- Proactive citizen engagement and response to inquiries/complaints via phone, email or in person in a timely, professional manner.
- Investigate accident, incident and vandalism issues and follow proper reporting procedures.
- Serve on community boards and associations as needed.
- Administer town policies and procedures as related to Parks and Recreation.
- Ensure all town parks and facilities are properly manicured.

Knowledge, Competencies & Technical Skills:

- An experienced level of departmental understanding and managerial skill-sets.
- Self-driven, mission focused desire for task accomplishment.
- Innovate, problem solving approach to community requests.
- Proficient in all Microsoft office products.
- Demonstrated ability to work with employees, volunteers and community groups with diverse cultural and social backgrounds.
- Ability to set goals and parameters for staff/volunteers to conduct town activities, park operations and management utilizing departmental amenities.

- Knowledge of natural, historical, and cultural resource issues and processes and regulatory requirements with the ability to accommodate them into facility management.
- Working knowledge of resource management techniques, procedures, and guidelines.

Expected hours & Travel: Salaried position that is expected to average over and above a 40 hour a week schedule as needed. Position requires shift work, including weekends and holidays. Minimal travel however, occasional travel to conferences and/or grant initiatives as well as town events.

Required Education & Experience:

- A minimum of a 2 year associates degree in natural resource management, business administration, outdoor recreation or history. Accumulated training and experience can substitute for degree.
- Extensive experience in operation and maintenance in parks and recreation programming.
- Effective oral and written communication.
- Valid Virginia driver's license.
- Excellent time management and organizational skills.
- Ability to analyze complex issues and develop implementable solutions.
- Ability to make presentations to various audiences and use of audio visual equipment.
- Ability to perform heavy manual labor to include standing, bending, pulling, climbing, and frequent lifting up to 50 lbs.
- Ability to obtain First Aid, CPR & AED certifications within 12 months of employment.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations or the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Positions open until filled. Applications may be obtained online at www.colonialbeachva.net. Return completed applications to Laura Corbin, Human Resources Manager via email at lcorbin@colonialbeachva.net.