

- Floor Hockey
 - Youth Programs
 - After School
 - Special Events
 - Daddy Daughter Date Night
 - Mother & Son Activity Night
 - Adult Sports
 - 5 on 5 Basketball
 - Winter Indoor Volleyball
- Implement Recreation Programs – Sports Jambalaya, Lil’ Hoopsters, Girls Volleyball, Floor Hockey, After School Programs, Daddy Daughter Date Night, Mother & Son Activity Night, 5 on 5 Basketball and Winter Volleyball.
 - Assess the requirements of the community for the development of youth programs including outreach with users, sponsors, community groups, Marshall Public School faculty, coaches and others as needed.
 - Plan activities and reserve facilities.
 - Provide information necessary for the development of program flyers, brochures, newsletters, e-blasts, etc.
 - Writes a variety of press releases related to programs and events. Submit releases to Department Secretary.
 - Recruits, trains and supervises coaches and contractual employees (umpires).
 - Enforces safety and operating procedures and maintenance needs including compliance with health and safety standards for volunteer coaches and contractual employees.
 - Develop league/program schedules.
 - Develop contractual employee work schedule (umpires/scorekeepers etc).
 - Make arrangement for any facility set-up needed.
 - Provide evaluation information for any program summary comments.
- Fiscal Responsibilities –
 - Responsible for operating programs within department budget guidelines and City’s purchasing code.
 - Assist Recreation Superintendent in budget process by providing program updates and proposed changes in fees or equipment.
- Other Assignments Include –
 - Participate in department meetings to assist in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation areas.
 - Complete mandatory Safety Training.
 - Assist with website management and on-line presence with various social media outlets.
 - Performs other duties of a similar nature or level.

QUALIFICATIONS

Education

- High school diploma with course work at a four-year college or university in recreation administration, physical education, leisure services or a related field.

Other Knowledge, Skills and Abilities

- Knowledge of recreation, sport and leisure program administration, including the rules governing the youth and adult sports offered by the department.
- Must be able to demonstrate team leadership and management skills.
- Must be able to demonstrate effective communication skills; verbal, listening and written.
- Must be able to demonstrate time management and stress management skills.
- PC skills in word processing and spreadsheet applications are required.
- Ability to learn dedicated recreation software program.
- Ability to interact with all age levels in a positive manner.
- Understanding of the development needs of youth.
- Knowledge of emergency procedures; basic first aid procedures and CPR is desirable.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Must possess and maintain a valid driver's license.