

Recreation Director

Part-time

The City of Richmond Heights is seeking an experienced Recreation Director to plan, develop and supervise citywide recreation programs and special events for children and adults; ability to assess community needs and adjust existing programs, or develop new initiatives to meet those needs. This person will also supervise the performance of regular and seasonal employees, as well as volunteers. Provide oversight at the pool, and monitor park facilities. Responsible for the rental and administration of the Kiwanis Lodge, coordinate joint efforts with the Service Department and others, as needed.

The Recreation Director is also responsible for preparing and managing the annual operating budget for recreation programs/functions. The Recreation Director shall also attend all Recreation Board and special meetings and serve as the Chairperson, they will also attend Council meetings and provide an update of activities.

In addition to above-stated duties, other responsibilities may be established by the Mayor and/or Council.

Minimum qualifications include: Bachelor's degree in recreation administration, physical education or closely related field preferred. Must have previous experience planning and directing recreation programs.