

Technical Skills

Thorough knowledge of:
One or more fields of recreational programming, youth development, community organizing or partnership development.

Considerable knowledge of:
The principles and practices of public recreation and programming, and of the philosophy and objectives of general public administration. .
The methods involved in organizing, conducting, and supervising a program of special activities.

Ability to:
Plan and supervise the organization required to execute the authorized activity programs.
Lead and communicate with peers, supervisors, community leaders, boards, commissions, and subordinates on a regular basis
Establish and maintain effective working relationships with community leaders, municipal officials, civic organization representatives, subordinates, associates, and the general public.
Establish and maintain effective operating records, data, data analysis, and reports to document the ongoing status of performance measures for your division and area of responsibility.

Education and Experience

An accredited bachelor's degree and three (3) years of experience overseeing or coordinating community recreational programs and/or facilities
OR
High school graduation and seven (7) years of experience in recreation management, community programming, sports management, wildlife management, art programming, or therapeutic recreation including three (3) years of managing/overseeing recreational programs.

**Certificates/
Licenses/Special
Requirements**

- Certified Parks and Recreation Professional preferred. Valid driver's license required.
- Will be required to pass a pre-employment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over a moderate sized professional staff of subordinates assigned to community centers, aquatic facilities, outreach programs, and community partnerships.

**Supervision
Received**

Work is performed under the general supervision of a professional superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

1/08 10/13, 1/14, 8/2022 , 01/2024, 04/2025, 04/2026