



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	SENIOR RECREATION DIRECTOR	<b>Department:</b>	PARKS AND RECREATION
<b>Job Code:</b>	4217	<b>Status:</b>	NONEXEMPT
		<b>Grade:</b>	NE-7

### Summary

This is professional recreation leadership directing all recreational activities at a community center or other recreation facility. Position may supervise personnel.

Work involves responsibility for planning, coordinating and supervising recreational activities at an assigned community center, nature center or other major recreation facility. Work requires the application of specialized skills and training in the conduct of recreation activities and the meeting of particular recreational needs. Work involves a considerable amount of meeting and dealing with community groups and the public, as well as the supervision of subordinate directors, leaders and attendants. Recreation programs and work plans usually are discussed in detail with program and administrative supervisors; however, employees of this class are afforded considerable independence and latitude in carrying them out and in addressing specific community needs. Work is subject to review through the analysis of operating records and reports and occasional inspection of assigned facility and recreational programs.

### Duties and Responsibilities

- Maintains constant contact with community clubs, organized groups, interested participants or individuals, and explains public recreational programs and activities; attends staff, professional and community organization meetings to discuss recreational programs and needs and to improve the municipal recreation program.
- Plans, organizes and directs a wide variety of recreational activities at an assigned community center or recreation facility building, nature center, playgrounds and adjacent grounds; develops schedules for use of facilities and grounds by various community groups and individuals.
- Assigns schedules and may supervise subordinate directors, leaders, attendants and seasonal and part-time assistants in community center or recreation facility programs and activities; instructs and participates in the general and specific orientation of new recreation personnel.
- Works with neighborhood, community and civic groups on matters of recreational, civic and general interest; interprets the recreation program and its philosophy to groups and individuals; works with staff, neighborhood, community and civic groups and communities in initiating and implementing studies and new or revised recreation activities.
- Studies and analyzes program participation and attendance reports; prepares recommendations and reports to improve the recreation program at an assigned community center or recreation facility.

### Duties and Responsibilities

(continued)

- Research and determine care needed for wildlife, both held in collection, and those animals brought in for care. Research, develop and delivers science based education programs. Trains and assigns work to volunteers.

**Technical Skills**

Considerable knowledge of:

A major phase of recreation work such as arts and crafts, sports and games, outdoor recreation, drama, science, environmental and historical interpretation, dancing, aquatics, programming or specialized activities.

The philosophy and objectives of public recreation and the methods and practices involved in organizing, conducting, instructing, and supervising public recreation activities.

First aid methods and necessary safety precautions to be used in public recreation work.

Ability to:

Plan, organize, instruct, train, and supervise others in the conduct and execution of authorized activity programs.

Instruct various age groups in a number of specialized recreation activities.

Establish and maintain effective operating records and reports. Must demonstrate the ability to write information accurately and legibly.

Understand community, social and economic conditions to determine the recreational needs of the community served.

Effectively interpret and explain the recreation program to community and civic groups, individuals and to assigned subordinates.

Establish and maintain effective working relationships with supervisors, subordinates, municipal officials, community groups and leaders and the general public.

Work with wildlife, and interpret nature and the environment.

**Education and Experience**

Accredited Bachelor's degree with major course work in recreation, physical education, public administration or other area of specialization and one (1) year professional experience of a progressively responsible nature in organized recreation activities at the level of Recreation Director.

OR

An equivalent combination of education and experience.

**Certificates/  
Licenses/Special  
Requirement**

- May be required to pass a pre-employment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision may be exercised over assigned personnel.

**Supervision  
Received**

Work is performed under general supervision.

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****Revised**

9/06

4/13, 1/14, 8/22