



**POSITION:** Program Director  
**DEPARTMENT:** Parks & Recreation  
**PAY GRADE:** 19  
**PAY RATE:** \$21.71  
**SALARY:** \$45,165.12

**JOB SUMMARY** - This position reports to the Director of Parks & Recreation. This position is responsible for planning and coordinating a variety of recreational and cultural programs, as well as special events, for Peach County citizens while under general supervision. This position is also responsible for supervising assigned staff and facilities.

**PRIMARY DUTIES:** This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

- Schedules, coordinates, and administers classes, activities, day camps, special events, and field trips. Prepares and maintains reports, schedules, and payment requests; collects program fees.
- Prepares and submits promotional materials and news releases.
- Schedules and coordinates the use of recreation facilities and equipment by outside groups.
- Attends relevant meetings at local, district, state and national levels.
- Establishes and maintains partnerships with external organizations.
- Researches and explores new/innovative recreational programming opportunities.
- Recruits and manages programming volunteers.
- Assists with registration for all department programs.
- Communicates the Parks and Recreation Mission Statement, goals and objectives and expected Code of Conduct to all participants.
- Promotes organizational initiatives to the community and stakeholders.
- Administer Parks and Recreation and community special events.
- Performs other related duties as assigned.

#### **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED FOR THE POSITION**

- Knowledge of Microsoft Office package to include Excel, Word, PowerPoint and Outlook.
- Knowledge of general leisure services operating policies and procedures.
- Knowledge of general program development principles and practices.
- Knowledge of basic volunteer training, recruitment and supervision principles and practices.
- Knowledge of coordinating and planning special events.

- Skilled in planning, organizing, and coordinating a variety of recreation and cultural programs, activities, and special events. Skill in establishing and maintaining effective working relationships with a variety of community leaders, other city department staff and the public.
- Skilled in training and supervising volunteer, contractual and seasonal staff to ensure efficient and effective delivery of services.
- Skilled in supervising basic facility maintenance and safety.
- Skilled in managing program budgets.
- Skilled in marketing programs by providing promotional brochures, newsletters, and press releases.
- Skilled in developing short and long-range goals for the department through needs assessments

**EDUCATION AND EXPERIENCE:**

- Minimum of two years of experience in recreation/leisure or community programming.
- Municipal Recreation experience preferred.
- Ability to effectively speak, read and write business English.
- Ability to speak Spanish a benefit.
- Current, valid driver’s license.
- No criminal history involving child abuse, sexual abuse, or other predatory crimes.
- Familiar with standard office functions and software.
- Employment history featuring progressively more responsible and complex duties.
- Able to effectively interact with diverse clients.

Must have a high school diploma or equivalent with a minimum of two-years work experience in recreation or a related field. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a degree in Recreation, Leisure Services, Public Administration, or a related field is preferred.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:**

Requires a valid State of Georgia Driver's License and satisfactory Motor Vehicle Record. Certified Parks and Recreation Professional Certification (CPRP) preferred.

**PHYSICAL REQUIREMENTS:** Work is primarily performed in a general office facility, with some outdoor activities. Some evening work may be required, and travel to various County sites will be necessary.

**SUPERVISORY CONTROLS**

Position reports to the Director of Parks & Recreation. Incumbent will supervise assigned staff and head project teams.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE** Peach County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.