



ACTIVITY CENTER DIRECTOR

Title: Activity Center Director
Dept: Recreation
Status: Exempt

Description of Essential Functions: This position works under the broad policy guidance and direction of the Chief Administrative Officer. The Director exercises supervision over staff as assigned. This position is responsible for the overall effectiveness of the Activity Center/Recreation Department programs, activities and functions, consistent with the City's mission and values. The incumbent coordinates the use of the Milton Activity Center and the planning, organizing, coordination and administration of the Center's recreation programs for seniors, adults, and youth, including cultural arts, physical activities, special interest classes and summer programs, as directed and funded by the Chief Administrative Officer and City Council.

The incumbent plans, organizes and coordinates the development and implementation of community recreation and human service programs for the Activity Center; organizes and supervises classes, workshops and activities for adults and/or youth engaged in recreation programs and co-sponsored programs. This position may be required to schedule and organize various City wide events; and is required to coordinate, schedule and maintain related records and statistics for programs and personnel at the Milton Activity Center. The Director selects, plans and implements cultural arts, physical activities and special interest leisure and fitness activities for adults and youth, as assigned and funded; and responds to public inquiries about adult and/or youth programs made by telephone, correspondence, or during public meetings. The Director may be required to survey leisure interests and needs of adults and youth; and may be required to promote interest and provide information regarding adult and/or youth programs to community leaders, recreation officials, community service groups, other departments, and the general public. The Director is responsible for the preparation and maintenance of the Activity Center/Recreation budget.

The Director provides transportation services for adults and youth for field trips, extended travel trips and travel activities, and other excursions as necessary; and provides information and referral services for a variety of social services available to all ages in the community

Additional Duties: Other duties include but are not limited to, preparing for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding the Milton Activity Center programs. Implementing cost control activities for the department, coordinating the development, preparation and administration of grants for the Activity Center; preparing statistical, analytical and narrative reports, as

required; serving as a team leader; planning, coordinating, supervising and evaluating programs, plans, services, staffing, equipment and infrastructure of the department; attends City Council, public, and other meetings on behalf of the City and the Department; and other tasks as assigned by the Chief Administrative Officer.

The Activity Center Director works regularly with diverse groups of people and organizations, including the City Council, Commission members, the public and other City employees. The Director is expected to respond to the public and other inquiries relative to the City's policies and procedures.

Necessary Knowledge, Skills and Abilities: Skill in researching complex issues and developing recommended actions; ability to carry out assigned projects to their completion; experience with the municipal budgeting process. Familiarity with senior activities and recreation scheduling; recreation philosophy, planning and administration; and of the equipment, facilities, operations and techniques used in a comprehensive community/adult recreation program. The ability to develop, organize and manage both large and small scale events. Ability to develop, coordinate, and direct varied activities involved in a community/adult recreation program. The ability to speak extemporaneously to large or small groups of people.

Skill in operating office tools and equipment and knowledge of general office practices and procedures. This position requires the ability to communicate effectively, verbally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public. It requires the ability to professionally deal with the public, staff members and other agencies on the phone and in person; and the ability to establish and maintain effective working relationships with the Mayor, department directors, employees, elected officials and the public.

Minimum Qualifications: Requires a Bachelor's Degree in recreation, geriatrics, social work or a closely related field, and a minimum of two years experience in general recreation management or an equivalent combination of education, training and/or experience.

Knowledge of Microsoft Office products required.

Licensing and Other Requirements: Must have a current Washington State driver's license or evidence of equivalent mobility. Must be certified in First Aid/CPR. Must be available to attend council meetings and participate in occasional evening or weekend meetings. Must have strong management, leadership and organizational skills.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, gender, marital status, religion, age or ethnic origin.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.

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