

Richland County

Position Description

Position Title: Director

Department: Symons Recreation Complex

Reports to: Natatorium Board

Pay Grade: J

Date: 02/14/2024

Hours per week: 40

Purpose of Position

The purpose of this position is to supervise and direct the operation of Symons Recreation Complex for Richland County and the City of Richland Center.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs and supervises all staff in all operations of the recreational center with a membership of over 1,000, serving over 10,000 people. The complex includes a swimming pool, whirlpool, sauna, two racquetball courts, weight lifting room and equipment, exercise room and lockers
- Supervises and monitors the maintenance of the center including. Swimming pool cleaning and chemical maintenance files the state-required pool reports, operation of the recreational center facilities, and purchases building supplies.
- Supervises the safety of all users and staff, including equipment, pool monitoring, and
- Supervises administration tasks including office procedure, client reception, voucher review, client billing, budget planning and monitoring, board meeting attendance and agenda planning, and daily mail processing.
- Schedules use of the racquetball league, pool use, exercise classes, and other center uses.
- Develops advertising and marketing strategy including radio, newspaper, website, social media, and video.
- Maintains positive public relations by providing information about the center in meetings with area civic and other public groups.
- Contributes and reviews Recreational Center Newsletter.
- Teaches water safety classes
- Hires, trains, and evaluates all staff
- Coordinates activities with UW-Richland Campus, area school districts, and other groups using the complex
- Develops, administrates, and updates Corporate Fitness Plans to recruit area businesses.
- Administers ongoing and fund-raising plan(s) to promote donations for the Symons Recreation
- Complex Foundation for equipment purchases and other needs. This includes writing and

- administering grants to secure money from local business foundations.
- Promotes and manages the Symons Sharks Swim Team and administers fundraising and disbursement of the money needed to finance the Sharks
 - Develops ongoing short-range and long-range building improvement and operational plans
 - Oversees, coordinates, and approves all building construction/remodeling
 - Evaluates and reviews web pages.
 - Designs and implements individual members' needs assessments and fitness programs
 - Develops, administers, and updates ongoing plan for promotion of building rentals
 - Provides timely and effective responses to any staff or client questions or problems that occur during the Director's off hours. (This will include being on call/available evenings and weekends)

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business management-physical education with three to five years of budget management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Red Cross certification in Water Safety Instructor-trainer, and Community First Aid and Safety Instructor. Additional training: Certified Pool Operator and Aquatic Exercise certified instructor.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to interpret and comprehend recreation marketing concepts and plans, county personnel policies, vendor bills, job applications, swimming pool reports, and physical fitness literature.
- Ability to prepare building use schedules, materials for newsletters, monthly and annual reports, and curriculum for exercise classes.
- Ability to communicate effectively with staff, Symons Board members, County Supervisors, City Council members, clients, county staff, and community groups, both in person and by telephone.
- Utilize descriptive data and information, such as regulations, letters, memos, and general office equipment manuals

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals

Judgment and Situational Reasoning Ability

- Ability to influence by leadership, teaching, or reinforcing to perform tasks.
- Ability to use independent judgment in situations ranging from fairly routine and stable to high-stress situations

Physical Requirements

- Ability to perform precise movements for various exercises, including teaching swimming, weight lifting, etc.
- Ability to operate computer keyboard/typewriter, telephone, photocopier, calculator, etc
- Ability to lift to 50 pounds

Environmental Adaptability

- Ability to perform in a recreation complex that includes exposure to chemicals, humidity, and odors from an indoor swimming pool.

Supervisory Skills

- Ability to assign, supervise, and review the work of others in clerical, building, and ground maintenance, and exercise class teaching tasks.
- Ability to select and discipline employees

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date