

Amended 1-19-2026

The Director shall be responsible for the daily management and operation of the Department, subject to policies established by the Recreation Committee, and agreed upon by the Village Board. The Director will perform duties as described in the Job Description.

Recreation Director Job Description

Qualifications:

- Experience in a supervisory capacity for a municipal parks and recreation department.
- Knowledge of State regulations pertaining to recreational programs
- Must have a valid drivers license
- Certified in First Aid and C.P.R.

Physical Requirements:

- The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the primary duties of the position of Director of Parks and Recreation. Reasonable accommodation may be offered to enable an individual with disabilities to perform the primary duties.
- While performing the duties of this job, the employee will work in an office setting with adequate lighting and a light to moderate noise level. The employee is required to monitor recreations programs in a variety of indoor and outdoor settings. The indoor settings include a gymnasium where the noise levels are magnified. The outdoor settings are primarily parks where the employee will be expected to operate within various types of weather and terrain and where the employee will be exposed to allergens.
- Working hours 15-20 hours weekly and days will vary with the seasons with a minimum of 2-4 hours in the office per week. They will be posted in the Village Hall Office and published on the village web site.

Primary responsibility of the Director is to create and implement recreation programs for Palmyra Parks and Recreation Department.

- Programs must meet varied individual needs, interests and abilities.
- Will complete registration and organization of programs within time restraints. Coordinates activities of paid and volunteer recreation service personnel.
- Will work with other area Parks and Recreation departments for the purpose of coordinating sporting events and implementing new activities.
- Physical condition sufficient to allow for participation and practical instruction in youth & adult activities.
- Is responsible for coordinating volunteer coaches for various teams and running coaches' clinics as needed.
- Develops and promotes recreation programs on an ongoing basis.

- Maintain beach staff
- Introduces new program activities and equipment to the Recreation Committee and the public.
- Selects, plans and implements cultural arts programs, physical activities and special interest activities.
- Schedules of games and officials and sites for adult and youth sports.
- Schedules and run various tournaments throughout the year.
- Observes and evaluates programs and activities in person
- Organizes yearly fundraisers
- Coordinate with DPW staff to ensure fields are maintained; mowed, weeds are controlled, fields are dragged, etc.

Maintains order in the office and supply rooms.

- Maintains accurate records
- Time sheets must be filled out and turned in bi - weekly
- Is responsible for inventorying equipment.
- Issues recreation equipment, keeps records of its issuance and checks the condition of equipment upon its return
- Order supplies and equipment as needed and accounts for all invoices.
- Keeps office in good order.
- Maintain and update Park and Rec Facebook

Interprets recreation service to the public and participates in community meetings.

- Communicate professionally and politely with all those doing business with the Park and Recreation.
- Demonstrates effective written and oral communication skills
- Must maintain good repore with the public and business owners
- Attend the Parks and Recreation committee meetings as requested.
- Works with the committee members in a business-like manner.
- Cooperate with other departments and boards.
- Attend Town and Village Board meetings as requested
- Attend seminars, meetings and professional functions to stay current on the latest information in the park and recreation field.

Financial and Administrative responsibilities include:

- Annual budget
- Collection of fees
- Must pay officials and instructors
- Manage database of all participants and vendors
- Attend continuing education classes

- Maintain, execute and develop policies and procedures.
- Obtain Quotes
- Quarterly / Meetings Park & Rec Committee

All other duties as deemed appropriate by the Recreation Committee and as stated in the Employee Handbook.