



Parks & Recreation Director
Job Description

Job Responsibilities

1. Schedules and adjusts programs including non-athletic opportunities and community oriented events. (i.e. Christmas party, Kidz Day Parade)
2. Recommends the purchase of materials, equipment and supplies
3. Complete and maintain an annual budget
4. Attend one (1) Trustee meeting a month, 2nd or 4th Tuesday
5. Lead and recruit personal for Recreation Board
6. Work closely with local and neighboring schools, venues and Recreation Departments.
7. Schedules and promotes Township Community Hall rentals and activities.
8. Maintain online calendar on Township website for all community hall rentals.
9. Prepare a variety of notices, schedules, forms, reports and other related materials.
10. Conducts and/or attends a variety of meetings, trainings, and classes
11. Knowledge and ability to perform minor maintenance
12. Work in conjunction with Township maintenance to maintain and prepare grounds.
13. Recommend necessary fees and charges for each sport/event
14. Prepare a 1-3-5 year plan of future expansion or capital improvements
15. Perform park/playground inspections. Inspections need to be documented and occur on a weekly basis during active months and a monthly basis during inactive months.

Required Skill Set

1. Ability to develop programs designed to meet the various needs of our citizens.
2. Knowledge of Township purchasing procedures and budgeting techniques.
3. Ability to analyze situations and recommend and implement solutions or decisions.
4. Eligible for Faithful Performance of Duty Coverage (Bonding)
5. Excellence in customer/citizen service
6. Basic computer skills required; including a basic understanding of email, word processing, graphics, Facebook and spreadsheets

12/28/21

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