



# *The City of Rincon, GA*

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**Job Title:** Recreation Director  
**Department:** Recreation

**Class Code:**  
**FSLA: Exempt**

## **Job Summary**

The Recreation Director position is responsible for the management of all the City's parks and recreation programs.

## **Duties and Responsibilities**

- Purchasing all items for the department.
- Receiving invoices and submitting purchase orders.
- Developing the future budget and monitoring the current budget.
- Coordinate and supervise special projects and facility construction or renovation.
- Performing inventory all sports equipment and maintenance equipment.
- Scheduling games, practices, and work schedules for staff.
- Answering phones calls, assisting customers, coaches, and parents.
- Preparation of deposits from registration and the concession stand.
- Ensuring all facilities are kept tidy, safe, and clean.
- Supervision office and maintenance staff.
- Transport and supervise the prison work detail.
- Supervise nightly athletic contests and the umpires/officials that call them.
- Communicates with City Manager, City Council, external agencies, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs related work as assigned.

## **Minimum Education and Experience**

- High School diploma or GED.
- Supplemented by four (4) years previous experience in general office operations, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **Required Certifications, Licenses, and/or Skills**

- Must possess and maintain a valid Georgia driver's license.
- Must pass drug screening and background check.

## **Physical Demand**



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Medium Work – Involves lifting no more than 50 pounds at a time with frequent lifting or carrying objects weighting up to 25 pounds.

### **Work Environment**

The work is performed in an office and may require extended periods of sitting and standing.

### **Americans with Disabilities Act Compliance**

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.