

City of Peru

Job Description

Job Title: DIRECTOR OF PARKS, RECREATION, & SPECIAL EVENTS

Reports to: Mayor

Department: Recreation

JOB SUMMARY: Develop, organize, promote and direct the recreational programs and special events within the City.

PARKS & RECREATION: ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Plan and coordinate all current City recreational programs.
- Evaluate current programs and implement new programs if needed.
- Promote and market all recreational programs.
- Coordinate, prepare or organize preparation of facilities, rooms, fields, etc. where programs will be conducted.
- Ensure all safety procedures are established, communicated, and followed for all programs.
- Responsible for registering all program participants.
- Respond to inquiries regarding recreational programs.
- Order and maintain inventory for materials and equipment needed for all programs.
- Responsible for directing summer personnel that are assigned to parks.

SPECIAL EVENTS: ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Coordinate, organize, and facilitate special community events throughout the year.
- Research and recommend new community event opportunities.
- Promote and market all community events.
- Participates in the development of the parks & recreation budget.
- Ensure all safety procedures are followed.
- Ensures compliance with all City regulations and ordinances.

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- Coordinates all vendors associated with community events.

REQUIRED QUALIFICATIONS AND SKILLS:

- Ability to prepare promotional and marketing materials.
- Strong interpersonal skills.
- Strong communication skills, both oral and written.
- Proficient with various social media platforms (i.e. Facebook, Twitter, etc.) for communication and marketing purposes.
- Proficient in Microsoft Word, Excel, Power Point, and Publisher.
- Detail Oriented.
- Ability to prioritize workload.
- Ability to work with children.
- Required to undergo and pass a criminal background check.
- Must reside within 10 miles of City limits within six months of employment.

PREFERRED QUALIFICATIONS AND SKILLS:

- Possesses a Bachelor's Degree in Recreation Studies, Economic Development, Business Administration, or a related field.
- Experience with documentation findings, such as court house research and grant requirements.
- A minimum of 3-5 years of recreational and/or special event coordination experience.

The above duties reflect the general details necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all of the work requirements inherent in the job. Other work will be assigned to utilize scheduled time fully or to meet exceptional conditions.