

Terrebonne Parish Recreation District No. 2/3

P.O. Box 4254
Houma, LA 70361

Vacancy Announcement

Executive Director

Recreation District 2/3 Board
\$50,000.00 to \$70,000.00 per year

Resumes will only be accepted by mail

Mail resumes to:

Recreation District 2/3 Board
P.O. Box 4254
Houma, LA 70361

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Houma, LA 70361

JOB DESCRIPTION

POSITION TITLE.....: Executive Director
REPORTS TO.....: Recreation District 2/3 Board
WAGES.....: \$50,000.00 to \$70,000.00 per year

SUMMARY:

This position is appointed and under the direct supervision of the Recreation District 2/3 Board and is responsible for the overall supervision of all Recreation District 2/3 facilities and employees.

BASIC FUNCTIONS:

1. The Recreation District 2/3 executive director shall direct and be responsible for: Maintenance and scheduling of all parks, recreational facilities and playgrounds, inside Recreation District 2/3 boundaries.
2. Assists in coordinating and supervising all special events hosted at Recreation District 2/3 facilities.
Selects, trains, schedules, supervises, evaluates, and disciplines all staff, conducts regular staff meetings and training sessions.
3. Responds to and resolves concerns from the public about all Recreation District 2/3 facilities.
4. Reports to the Recreation District 2/3 Board meetings to update improvements and needs of all facilities.
5. Responsible for establishing an appropriate controlled environment that safeguards the financial assists of Recreation District 2/3.
6. Develops and implements marketing and public relation strategies to promote all Recreation District 2/3 facilities; with an emphasis on Bayou Country Sports Park.
7. Any other miscellaneous duties assigned by the Recreation District 2/3 board.

OTHER REQUIREMENTS:

1. Experience coordinating multiple recreational and leisure time activities, or significant senior level professional work experience in sports, recreation or leisure time activities.
2. Experience in federal, state or local government, or possess a working knowledge of local government.
3. Prepares an annual budget and submits budget recommendations for the Board approval, prepares various special reports for the Board, monitors the expenses of all Recreation District 2/3 facilities.
4. Experience with, or working knowledge of, recreation programs such as football, baseball, softball, soccer, basketball, volleyball, etc.
5. Sources and approves all purchases of supplies and operating inventory within the guidelines of public purchasing law requirements.
6. Ability to coordinate multiple activities, and provide necessary supervision over youth and adult participants in parish sponsored recreational activities.

7. Provides for risk management practices and ensures all safety rules, regulations and procedures are followed; ensures all employees are trained in all safety & ethical procedures.
8. Identify and implement opportunities for Recreation District 2/3 improvements, such as a district website to assist in online registrations, scheduling of fields, etc.
9. Must have a valid Louisiana Driver's License in good standing, Pass a background check, physical, and drug screen consistent with the Terrebonne Parish Recreation Department.

EDUCATION/EXPERIENCE:

1. Bachelor of Science Degree in Physical Education or Sports Management, or other similar field of study, or professional level work experience in sports, recreation, leisure time activities, or similar field.
2. Must have the ability to communicate effectively, both verbally and in writing with other staff and the public.
3. Must be proficient with a personal computer with an emphasis on spreadsheet and word processing programs.