



Youth Sports & Recreation Director

General Purpose

The Youth Sports & Recreation Director position with the City of Iona is a part-time, year round position, averaging less than 20 hours/week. Applicant shall perform a variety of work related to the organization and execution of all youth sports and recreation programs. This position oversees all aspects of the programs including registration, scheduling, hiring and supervising referee staff, communication with coaches and parents, equipment purchases, budget planning, etc. The majority of the work can be done remotely, with access to phone and internet.

Supervision Received

None. This position does work closely with the City Clerk/Treasurer for all purchasing and administrative tasks.

Supervision Exercised

Supervision over all seasonal referees, building managers, etc., is required.

Essential Functions:

- Interviewing, hiring, training, supervising, and evaluating the work of regular and temporary seasonal employees and volunteers.
- Determining and organizing sports schedules and programs.
- Investigates and evaluates public complaints and criticism and take action as required.
- Plan, organize, manage, direct and evaluate appropriate sports and recreation programs and operations.
- Coordinate sports programs to satisfy the desires of varied age groups.
- Exercise sound judgement and generate workable solutions in problem situations.
- Analyze and appropriately solve problems and resolve conflicts.
- Maintain a professional demeanor at all times.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Applicant shall perform all other duties as directed by the Mayor including but not limited to the description herein.

Typical Qualifications:**1. Education and Experience:**

A. High School Diploma/GED;

OR

B. An equivalent combination of education and experience.

2. Special Qualifications

Must possess a valid Idaho driver's license.

Must be able to communicate effectively verbally and in writing.

Must meet all requirements of the City of Iona Personnel Policy.

Work Environment:

Tasks for this position will be mostly done in an office setting and outdoors. Applicant must be able to perform essential job functions in an office or field setting that may require lifting/moving 50lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements. The City will provide employee with a cell phone and laptop, if necessary.

Disclaimer:

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the rights to add, delete, or modify any and/or all provisions of this description at any time as needed with or without notice.