



**Recreation Director (FT/40+ hours per week)**

**Position Description:** The Recreation Director oversees all sports programming, field rentals, and Schlegel Park Pool and advises on recreation facility management and development for the Reading Recreation Commission.

**Reports to:** Executive Director

**Department:** Recreation

**Salary:** DOQ | Full benefit package including individual medical, vision, and dental coverage, Simple IRA, Paid Time-off, Cell phone reimbursement | Flexible schedule  
**Schedule:** Monday – Sunday | 8+ hours per day as needed

**Job Summary:**

Provides leadership, direction, and general administrative oversight for all sports programming, field rentals, the Schlegel Park Pool, and other duties as assigned or required by the position. This position involves significant community engagement and public involvement with elected officials, other policymakers, and residents in the City of Reading. Serving as a member of the Reading Recreation Commission's management team, this position collaborates with the Executive Director and other directors, supervisors, and staff on strategy and policy to ensure that the Reading Recreation Commission's mission and core values are incorporated into operational activities and services.

**Essential Job Functions:**

- 1. General Management:** Plans, organizes, directs, controls, and evaluates the work of the recreation department within the Reading Recreation Commission. This position oversees the day-to-day administration of the Schlegel Park Pool, sports programming, and field rentals, including budget, capital projects, ongoing maintenance, recreation, stewardship and development of assets, personnel and labor relations, and customer service activities.
- 2. Strategic Planning:** Facilitates and promotes ongoing research into new approaches and trends and recommends implementation of programs to assist the management team and board of directors in making decisions about future recreation and facility development.
- 3. Policy Development:** Develops, recommends, and oversees the administration of policies and guidelines affecting programs and facilities under their purview. Additionally, this position maintains the currency of policies and practices within the organizational needs of the Reading Recreation Commission as well as with applicable local, state, and federal laws.

**4. Personnel Management:** Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Directly or through managers, appoints, supervises, provides for training and performance evaluation and development, and ensures accountability of employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Provides training in, promoting, and accountability for safe work practices and working conditions for employees. Ensures compliance with Reading Recreation Commission policies and local, State, and federal laws and regulations.

**5. Program Development and Project Management:** Oversees all sports programs and projects for the Reading Recreation Commission with oversight by the Executive Director. Coordinates programs and activities of the department with other Reading Recreation Commission departments, local and regional agencies, and citizen groups to ensure that programs and activities are in place to meet the needs of all community segments. Facilitates and promotes ongoing research into new approaches, technologies, and trends and recommends implementing programs and equipment to help the department achieve its objectives more efficiently.

**6. Fiscal and Business Management:** Ensures the financial well-being of the department by establishing cost control measures and monitoring all fiscal operations of the department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the department's work, including management of grants and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, staffing, materials, facilities, and time. Ensures effective execution of enterprise fund cost center within the department.

**7. Management Team:** Provides information and advice to the Executive Director and Board of Directors on strategic planning and accomplishing Reading Recreation Commission goals and objectives. Participates in organization-wide strategic planning. Coordinates the department's activities with other departments in the Reading Recreation Commission, Reading School District, and the City of Reading to ensure a consistent approach towards joint projects and interests and the cost-effective delivery of services.

*The preceding examples are representative of the assignments performed by the position and are not intended to be all-inclusive.*

## **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

### **Knowledge of:**

- Principles and practice of general business management and of municipal parks and recreation administration processes and management. – Parks and Recreation Department work and operations, stewardship, and maintenance of park lands, facilities, and community infrastructure.
- Non-profit, school district, city legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current departmental and related city issues and stakeholders (both internal and external), including other governmental legislative and agency processes, neighborhoods, and institutions.

- Applicable federal, State, and local laws and regulations, including development regulations, affecting the work of the Reading Recreation Commission.

**Skill in:**

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- Highly effective team-building and leadership skills, including consensus-building to resolve conflicts, negotiate agreements, and gain cooperation among competing interest groups. – Strong business and fiscal management skills.
- Problem analysis and decision-making, adaptability/flexibility, and stress tolerance in an evident public environment.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communication skills, including public presentation skills.

**Ability to:**

- Manage by objective and facilitate achievement of Reading Recreation Commission's legacies and performance metrics.
- Conduct yourself at all times ethically, professionally, and respectfully.
- Establish and maintain cooperative and effective working relationships with citizens and internal and external stakeholders.
- Quickly grasp and manage complex and technical issues in a fast-paced environment and a context of inter-related issues, systems, projects, and strategies.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Reading Recreation Commission's goals and work understandably and appropriately for the particular audience or individual.
- Develop and maintain effective organizational structure, financial control, and management information systems for the department.
- Identify the department's future direction in response to changing community needs and develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently under general policy and strategic guidance.
- Maintain consistent and punctual attendance. – Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

**Physical ability to perform the essential functions of the job, including:**

- Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine.
- Frequently remain stationary for long periods.

- Frequently communicate accurate information and ideas with others.
- Occasionally traverse on uneven terrain.

**WORKING ENVIRONMENT:** Work is performed in an office setting subject to frequent interruptions, including extensive work at a computer workstation and regular site visits to various city and community facilities outdoors and indoors. A person in this position may be exposed to highly stressful situations and individuals who are irate or hostile; they may be subject to long hours due to attendance at meetings and other responsibilities required at this management level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in parks and recreation, public administration, program management, or a related field. Master's degree is preferred.
- Five years of progressively responsible experience in parks and recreation administration, including three years in a senior management position preferred.
- Certification in CPR and Pesticide (CORE/Category 24) or ability to obtain.
- Designation as a Certified Parks and Recreation Professional (CPRP) desired or the ability to obtain certification within (1) year.

Preferred qualifications include a significant record of:

- Responsibility for general fiscal management, grants procurement, capital budget management, and strategic planning.
  - Experience in the City of Reading with active citizen involvement and experiencing significant growth.
  - Experience operating a public pool.
  - Effective work with elected officials, advisory boards, and community and environmental groups.
  - Within an ethical framework, exhibiting creativity and innovation in programs and processes.
  - An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to perform the position's essential functions successfully will be considered.
- All positions are subject to successful criminal background, child clearance checks, and FBI fingerprinting. The Reading Recreation Commission is an E/O/E.
  - **The above position is classified as a Mandated Reporter.** A mandated reporter is a person who is legally required to report any suspicion of child abuse or neglect to the relevant authorities because of their profession or position. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. Any reports of suspected child abuse, after being reported to authorities, are to be communicated immediately to the Executive Director. Mandated reporter training (online/free) for this position is required before beginning employment with the Reading Recreation Commission.

- Valid Pennsylvania State driver's license and good driving record.  
Qualified, interested candidates **must submit a current resume with three professional references** to the Reading Recreation Commission by the end of business on **February 2, 2024**.
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Reading Recreation Commission  
320 S. 3<sup>rd</sup> St.  
Reading, PA 19602

Phone: 610-655-6201 with questions  
Email resumes (in .pdf form only) to [Rebecca.swoyer@readingpa.gov](mailto:Rebecca.swoyer@readingpa.gov)