

**TOWN OF KENANSVILLE
POSITION VACANCY**

APPLY: Town of Kenansville: Parks and Recreation Department
Attn: Town Manager
Post Office Box 370
Kenansville, NC 28349
Phone: (910) 447-4737 Fax: (910) 447-4024
E-mail: manager@kenansville.org

CLASS TITLE: Parks and Recreation Director

PURPOSE OF CLASS: The Parks and Recreation Director is the administrative officer of the Parks and Recreation Department of the Town of Kenansville under regulations set forth by the Kenansville Recreation Committee and approved by the Kenansville Board of Commissioners.

PRIMARY TASKS: (This list does not necessarily include all of the task performed.)

1. Be responsible for the administrative duties involved in the operation of the Parks and Recreation Department and its athletic programs.
2. Recommend recreational and athletic policies, plans, and programs to the Recreation Commission, the Town Manager and to the Town Board.
3. Recommend goals and objectives to keep recreational and athletic programs updated and relative to the needs of Kenansville and area citizens.
4. Be responsible for promoting, supervising, and evaluating the recreational and athletic programs and operations of the Parks and Recreation Department of the Town of Kenansville.
5. Communicate effectively with the public, the Recreation Commission, the Town Manager, and the Town Board.
6. Handle public concerns, problems and suggestions relating to the Parks and Recreation Department.
7. Provide timely and quality maintenance on all Parks and Recreation Department equipment and facilities before, during and after scheduled events.
8. Report monthly to the Town Board.
9. Report weekly to the Town Manager and at other times when needed.
10. Seek out and write for grant monies to supplement activities and programs for the Parks & Recreation Department.

QUALIFICATIONS OF CLASS: 1) Education: High School diploma and background experience in athletics and/or recreation and/or approved work-related experience is required. Bachelor's degree in Recreation, Sports Management, or a related discipline is preferred. Be pro-active, be a self-starter and work with minimal supervision. 2) Experience: Experience in recreational programs/activities, comprehensive planning and budget management is preferred.

PART-TIME POSITION: 40+ hours per week with benefits. Days, nights, and weekends required.

COMPENSATION: Starting salary dependent on level of experience and qualifications.

The position is open until filled. A resume will be accepted in lieu of an official Town of Kenansville application for employment for consideration, but a full application must be completed prior to employment. A cover letter should include number of hours available to work and available dates to work. Resume should include current education level, prior work and volunteer experience, and additional training applicable to the position. A reference letter should also be included. Submissions are accepted in person as well as by mail, fax, and email. A criminal background check is required for this position. The Town of Kenansville is an equal opportunity employer and does not discriminate on the basis of age, race, gender, sexual orientation, religion, national origin, disability, or any other non-merit factor.

Revised 11/2/2022