

# CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS

## Vacancy Announcement

Job Title: Recreation Director

Department: Calhoun County Parks and Recreation

Salary: \$56,000.00 Annually with possible incentive pay on profits from fund raising events.

Brief Description: Works under the direct supervision of the County Administrator. The Recreation Director is responsible for the management and leadership of the Recreation Department working along with full-time, part-time and voluntary temporary staff.

Qualifications:

1. Knowledge of Parks, Recreation and closely related fields with a combination of 3 years' experience related to Recreation and Parks
2. Strong leadership and management skills with demonstrated knowledge of the fundamental and acceptable practices in Recreation operations and administration.
3. First-hand knowledge of budgets, capital improvement projects, and alternative funding sources.
4. Ability to assess goals and strategies and hold staff and volunteers accountable to ensure successful implementation and completion of goals and objectives.
5. Experience in management, leadership, and the supervision of staff.
- 6, Knowledge of minor First Aid/CPR.
7. Knowledge in Microsoft Word & Excel along with Website and Social media Applications.
5. Training and experience in Customer Service.
6. Obtain/maintain a valid Florida driver's license.

Duties and Responsibilities:

1. Manage and provide leadership skills for all facilities and volunteer staff members of the Recreation Department.
2. Design and implement recreational programs in specified facilities to include both summer and winter recreation programs.
3. Complete and maintain budgets for each facility and recreation program.
4. Establish rules and regulations for recreation programs and facilities.
5. Interview, hire, train and schedule full-time, part-time, temporary and seasonal employees if budget allows in accordance with BOCC Personnel Policy.
6. Provide overall direction, coordination, evaluation and appraising performance, along with rewarding and disciplining employees in accordance with BOCC Personnel Policy.
7. Ability to multi-task and have good organizational skills.

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8. Administrate a broad area of recreational, fitness and activities.
9. Work cooperatively with young people, adults and all other organizations in the community.
10. Carry out supervisory responsibilities in accordance with Calhoun County policies and procedures.
11. Ability to work on a varied schedule to include evenings and weekends depending on the season and activities.
12. Develop advertising, marketing, fund raising events and promotional materials for recreation/fitness/ and facilities.
13. Distribute program information to the community
14. Knowledge and ability to perform minor maintenance on equipment facilities.
15. Oversee all daily financial operations regarding all facilities and programs.
16. Public speaking.
17. Perform volunteer training as needed.
18. Perform all purchases for the Recreation Department and facilities, Including keeping Center concession stand stocked with inventory.
19. Attend educational seminars, conferences, etc. assigned.
20. Work with social media and website applications.
21. Review and approve timesheets for any assigned employees on a bi-weekly schedule.
22. Evaluate any assigned employees during probation and annually by County Administrative Personnel policy.
23. Code all bills for payment.
24. Prepare budget reports as required.
25. Fundraising and small grant writing.
26. Attend Commission meetings as required.
28. Communicate with County Administrator regarding Parks budgeting and park facility management.

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**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS IS AN EQUAL  
OPPORTUNITY EMPLOYER AND IS A DRUG FREE WORKPLACE**

**Applications can be picked up from Dara B. Schamens-Human Resources Director  
Calhoun County Court House 20859 Central Ave W Blountstown, FL 32424  
Room #G40 (Basement)  
Or request by email to [dschamens@calhouncountyfl.gov](mailto:dschamens@calhouncountyfl.gov)  
Any questions call (850) 451-5903**