

**The Jewish Community Center of Greater Columbus, OH 43209**

**RECREATION DIRECTOR POSITION DESCRIPTION**

**Position Title:** Recreation Director    **Dept No:** 461000    **Department:** Recreation & Wellness  
**Personnel Code:** Program Staff    **Status:** Non-Exempt    **Supervisor:** Director, Sports & Wellness

**Mission Statement:**

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

**Vision Statement:**

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

**Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Position Summary:** The primary responsibilities include developing, managing, and recruiting for all youth and adult recreational programs, leagues, and tournaments. Supervise preschool gym/sport programs. Act as building coverage person on an as-needed basis.

**Qualifications:**

- **Knowledge and Education - Minimum Required or Preferred:** Minimum of BA in Recreation, Sport Management, Physical Education, or any related field.
- **Experience - Minimum Required or Preferred:** Prior programming and supervisory experience. Experienced in multi-tasking and administrative duties. Experience working with youth and adults. Customer service experience required.
- **Special Skills:** CPR/AED/First Aid Certified or willingness to become certified and maintain certification. Ability to coach and instruct in various sports. Knowledgeable in a variety of recreation programming. Strong communication and organizational skills. Knowledge of various computer software like Microsoft Word and Excel, etc. Ability to frequently travel to and from multiple job sites. Ability to lift 50 lbs.

**Duties and Responsibilities:**

- Adult Sports
  - Develop, manage, market and recruit adult recreation leagues / programs / tournaments
  - Develop and monitor budget
  - New program development
  - Supervise and schedule referees, umpires and scorekeepers
  - Responsible for inventorying / maintaining / buying all equipment and supplies

- Youth Sports
  - Supervise preschool gym teacher; manage, budget, and market preschool sports program
  - Develop, manage, market, budget and recruit for youth recreational leagues / programs / camps / tournaments / travel teams
  - Train and supervise youth coaches
  - Instruct fundamental sport programs as needed
  - New program development
  - Supervise and schedule referees, umpires and scorekeepers
  - Instruct sport camps as needed
  - Coordinate and supervise contract service instructors for all youth recreational programs / camps
  - Responsible for inventorying / maintaining / buying all equipment and supplies
  - Responsible for special events and JCC-wide programs as determined with supervisor
  - Develop joint program efforts with other community organizations
  - Key staff for the JCC Maccabi Games and Jr. Maccabi Program
- Other Responsibilities
  - Schedule and negotiate contracts for gym and batting cage rentals
  - Supervise the JZone staff and programming
  - Prepare playing surfaces, fields and facilities for leagues / games (all age groups)
  - Payroll
    - Prepare 1099s for contracted services
    - Prepare commission payments for commissioned recreation instructors.
    - Prepare payroll for preschool sport program & preschool gym instructors.
  - Meet regularly with direct supervisor
  - Serve as building coverage as needed
  - Contributing member of the JCC staff
  - Work with other community organizations for events and programs.
  - Active participant in various JCC committees.
  - Act in a professional manner with all members and JCC Staff.
  - Contributing member of the JCC Recreation and Fitness Staff.
  - Contributing member of JCC staff by assisting in other areas as needed.
- All other duties as assigned.