

The Jewish Community Center of Greater Columbus, OH 43209

RECREATION DIRECTOR POSITION DESCRIPTION

Position Title: Recreation Director
Personnel Code: Professional Staff

Dept No: 461000
Status: Exempt

Department: Recreation & Aquatics
Supervisor: CEO

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 welcome, thank and engage JCC members and guests on a daily basis.**
- 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 Recreation Director supervises the Recreation Coordinator and Aquatics Manager, and oversees all Recreation and Aquatics programs and staff. Additionally, the Recreation Director manages daily operations of both the Men's and Women's Health Centers. In collaboration with Membership, Fitness and Marketing, the Recreation Director positively impacts the members' experience and grows the J'S membership.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** Bachelor's degree in related field preferred or equivalent relevant professional experience.
2. **Experience - Minimum Required or Preferred:** Minimum 3 years professional experience in recreation related field and minimum 2 years of recreation management experience.
3. **Special Skills:**
 - a. Understanding of, and commitment to, person-centered principles and practices.
 - b. Ability to work in a fast-paced environment, balance multiple priorities, and adjust quickly to changing conditions.
 - c. Strong and consistent focus on membership in all tasks and activities.
 - d. Solid relationship management skills to enhance internal organizational relations and external community interactions.
 - e. Excellent professional written and oral communication skills.
 - f. Demonstrable ability in creating, monitoring, projecting and re-projecting budgets.
 - g. Knowledge of all recreation and aquatics trends.
 - h. Flexible; available weekdays, evenings and weekends.
4. **Technology Skills:**
 - a. Expertise with Microsoft Office and database management.
 - b. Willingness to learn new applications and identify innovative ways for technology to support organizational objectives.

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Duties and Responsibilities:

- Programming responsibilities:
 - Design, develop, implement, analyze, evaluate and oversee engaging programming in the Recreation and Aquatics departments.
 - Including recreation, sports and aquatics special events such as Maccabi Youth Games, Annual Golf Outing, Solomon Awards and Hall of Fame selection process.
 - Long-term strategic planning for recreation and aquatics departments.
 - Supervision of the Aquatics Director and Recreation Coordinator.
 - Oversight of all aspects of the Women’s & Men’s Health Centers.
 - Coordinate with Building Operations as it relates to cleaning, stocking and maintenance issues and assignments.
 - Design, develop, implement, analyze, evaluate and oversee joint program opportunities with other JCC departments and community organizations.

Basketball	Tennis	Softball
Dance	Pickleball	Swim Team
Volleyball	Soccer	Mighty Mites
Traveling Teams	Racquetball	Specialty Sports Camps

Bexley Parks and Recreation Department
Bexley City Schools – Baseball Turf and Tennis Court Project
 - Serve as rental supervisor: Gymnasiums, baseball fields, batting cages, tennis courts, swimming pools, etc.
- Administrative responsibilities:
 - Responsible for all aspects of overall department budget.
 - Oversight of recreation department budget.
 - Oversight of aquatics department budget.
 - Oversight of health center budget.
 - Working collaborative with HR, responsible for payroll and personnel issues.
 - Assist HR Coordinator with all aspects of hiring.
 - Responsible for recreation department timecards, time off, and Paycom personnel management.
 - Oversight of Aquatics department timecards.
 - Integral member of the JCC’s staff leadership.
 - Member Team J (JCC’s Management Team).
 - Member Manager Team (with Membership and Fitness).
 - Active participant in various JCC committees as necessary, including lay leader Recreation Committee.
 - Facilitate weekly one-on-one meetings with CEO.
 - Facilitate weekly one-on-one meetings with direct reports.
 - Facilitate regular department staff meetings.
- Membership responsibilities:
 - Collaborate with Membership Director and Marketing Director to maintain and increase Health Center membership, including use of strategic marketing communications and promotions.
 - Communicate with members as needed and resolve any issues that arise.
 - Available and accessible to address members concerns and relations.
- All other duties as assigned.

Acknowledgement:

Employee’s Printed Name

Employee’s Signature

Date of Signature