

POSITION DESCRIPTION

Director of Parks and Recreation

Job Title	Director of Parks and Recreation
Organization	Slippery Rock Area Parks & Recreation (SRAPR), a 501(c)(3) nonprofit
FLSA Status	Exempt (salaried); not eligible for overtime
Employment Type	Full time, salaried, year round
Work Schedule	Monday through Friday, 7:30 a.m. to 3:30 p.m., plus evenings, weekends, and holidays as programs and events require
Compensation	\$50,000 to \$60,000 annually, salaried, commensurate with experience

Position Summary

The Director of Parks and Recreation is the chief administrative officer of Slippery Rock Area Parks & Recreation, a 501(c)(3) nonprofit that operates Slippery Rock Community Park and a year round recreation program under a three entity agreement among Slippery Rock Borough, Slippery Rock Township, and the Slippery Rock Area School District.

Under policy direction of the Board of Directors, the Director plans, organizes, directs, and evaluates all park operations, recreation programs, special events, facility rentals, childcare services, personnel, finances, and community partnerships. The Director is the public face of the Park, the Board's principal staff officer, and the day to day manager of a community facility that serves residents of the Slippery Rock School District and the surrounding area.

Organizational Context

- SRAPR is a parks and recreation agency serving more than one municipality, not a department of any single municipality.
- The Board of Directors is appointed by the three funding partners. Partner support is set in the intergovernmental agreement, which is scheduled to expire at the end of 2027.
- The balance of operating costs is raised through program fees, facility rentals, donations, sponsorships, and grants.
- The Park includes a recreation center, two rental pavilions, approximately 3.1 miles of paved walking trail (Messer Walking Trail), five baseball fields, a football field, soccer fields, playgrounds including ADA accessible equipment, and a disc golf course. Grounds are open from sunrise to sunset.
- Core program lines include Playsafe before and after school childcare, preschool and Tiny Tots offerings, summer Adventure Camps, swim lessons, youth sports, cultural programs including the high school musical, arts and crafts, and community events such as Independence Day, Oktoberfest, and other events that advance the park.

Essential Duties and Responsibilities

The following duties are representative of the work. The Board may assign other related duties.

Leadership and Administration

- Serve as chief executive of SRAPR. Carry out Board policy, keep the Board informed, and prepare agendas, reports, and recommendations for regular and special meetings.
- Develop short and long range plans, goals, and priorities consistent with the three entity agreement, available resources, and community need.

- Establish and maintain operating policies, procedures, and records for programs, personnel, finance, rentals, safety, and facility use.
- Represent SRAPR before Borough Council, the Township Board of Supervisors, the School Board, civic groups, and the public.

Programs, Events, and Childcare

- Plan, schedule, staff, market, and evaluate a year round recreation and leisure program serving preschool through adult residents, including youth sports, aquatics, cultural programs, camps, and special events.
- Administer the Playsafe before and after school program and related childcare offerings. Administration is not day to day direction of the program. Program managers and coordinators direct the program. The Director communicates and coordinates with those managers and coordinators for the benefit of the program and the park in general, including on state certification, subsidy eligibility, parent contracts, staffing ratios, and compliance with Child Protective Services Law.
- Administer summer Adventure Camps and extended day care. Administration is not day to day direction of the camps. Program managers and coordinators direct those programs. The Director communicates and coordinates with those managers and coordinators for the benefit of the programs and the park in general, including on curriculum, registration, staffing, and site supervision.
- Coordinate community events, including Independence Day, Oktoberfest, and other events that advance the park, along with school related cultural productions and seasonal festivals, including vendor, sponsor, and volunteer coordination.
- Review program participation, fees, and outcomes; add, modify, or discontinue offerings to keep the program mix financially viable and responsive to the community.

Parks, Facilities, and Grounds

- Oversee operation, maintenance, safety, and improvement of the Community Park, recreation center, athletic fields, playgrounds, pavilions, trails, and related assets.
- Administer indoor and outdoor facility rentals. Prevent double booking, enforce use rules consistent with Borough park ordinances, and collect fees and deposits.
- Identify capital needs; prepare project scopes; work with contractors, volunteers, and partner public works crews; and pursue grants and donations for capital improvements.
- Ensure playgrounds, trails, and buildings meet applicable accessibility, safety, and health standards.
- Coordinate with the grounds and maintenance crew to properly display and retire the Grand Old Flag, consistent with the U.S. Flag Code and Board policy.

Budget, Finance, and Fundraising

- Prepare the annual operating and capital budget for Board adoption and for presentation to the three funding partners. Monitor revenues and expenditures and keep the Board advised of variances.
- Manage program fees, rental rates, payroll, purchasing, cash handling, and financial records in accordance with Board policy and nonprofit practice.
- Identify and pursue grants, sponsorships, donations, and other revenue besides taxes. Support Friends of the Park and related fundraising.
- Ensure timely completion of IRS Form 990 and other required nonprofit filings, in coordination with the Treasurer and any outside accountant.

Personnel, Interns, and Volunteers

- Recruit, hire, train, schedule, supervise, and evaluate coordinators, seasonal and part time staff, interns (including Slippery Rock University placements), and volunteers.
- Ensure all persons with direct contact with children hold current Pennsylvania Child Abuse History, State Police criminal history, and FBI fingerprint clearances as required by law, and that volunteer applications and training are complete.

- Recommend personnel actions, compensation adjustments, and staffing levels to the Board. Administer payroll inputs and leave.
- Hold regular staff meetings and coordinate with staff regularly regarding park upkeep, maintenance, programming, and licensing.

Board, Partners, and Community Relations

- Serve as primary liaison to Slippery Rock Borough, Slippery Rock Township, and the Slippery Rock Area School District on funding, facility use, and shared programming.
- Regularly attend meetings of Slippery Rock Borough Council, the Slippery Rock Township Board of Supervisors, and the Slippery Rock Area School Board to brief and update those bodies on park operations and successes.
- Maintain productive relationships with Slippery Rock University, youth sports organizations, civic clubs, neighboring parks agencies, and the Butler County Parks and Recreation Advisory Commission.
- Direct public information, including the website, social media, news releases, program guides, and community outreach.
- Receive and resolve public inquiries and complaints in a professional manner.

Compliance, Safety, and Risk Management

- Administer park rules consistent with Borough Code Chapter 207 and Board policy. Post and enforce regulations on hours, reservations, conduct, and facility use.
- Maintain a working safety program covering staff, volunteers, participants, and the public, including incident reporting and insurance coordination.
- Perform related work as assigned by the Board.

Minimum Qualifications

Education and Experience

- Bachelor's degree from an accredited college or university in Parks Management, Nonprofit Management, Business Management, or Business Administration; and
- Two (2) years of progressively responsible experience in parks, recreation, community programming, or nonprofit or municipal operations, including experience supervising staff or programs;
- A bachelor's degree in a closely related field may be considered if combined with the required experience.

Experience in a joint municipal, school district, or 501(c)(3) recreation setting, and experience with licensed or certified childcare, is strongly preferred.

Preferred Qualifications

- Master's degree in a related field.
- Certified Park and Recreation Professional (CPRP) or ability to obtain within 18 months of hire.
- Demonstrated grant writing and fundraising success.
- Experience directing before and after school or camp programs subject to state certification.
- Experience supervising aquatic programming and the ability to gain related certifications.
- Familiarity with Pennsylvania municipal and school district processes and with the Pennsylvania Recreation and Park Society (PRPS).

Licenses, Certificates, and Clearances

- Valid Pennsylvania driver's license and satisfactory driving record, to be maintained throughout employment.

- Ability to obtain and maintain, prior to working with children: Pennsylvania Child Abuse History Clearance (Act 151), Pennsylvania State Police Criminal Record Check (Act 34), and FBI Criminal Background Check / fingerprinting (Act 114), and any other clearances required by the Child Protective Services Law.
- CPR, First Aid, and AED certification, or ability to obtain within 90 days of hire.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of community parks and recreation administration, programming, and facility management.
- Knowledge of nonprofit and joint municipal governance, budgeting, fee setting, procurement, and grant administration.
- Knowledge of playground, trail, athletic field, and public building maintenance and of applicable ADA, health, and safety standards.
- Knowledge of Pennsylvania child protection, background check, and (as applicable) childcare licensing requirements.
- Ability to plan, organize, and evaluate a comprehensive recreation program with limited staff and a mixed revenue base.
- Ability to supervise, train, and motivate full time, part time, seasonal, intern, and volunteer personnel.
- Ability to prepare and administer a budget, keep accurate records, and present financial and program information clearly to a volunteer board and three funding bodies.
- Ability to communicate effectively, orally and in writing, and to establish cooperative working relationships with elected officials, school administrators, staff, parents, user groups, and the public.
- Skill in standard office software (Microsoft Office or equivalent), registration and rental systems, social media, and basic website updates.
- Ability to work a flexible schedule that includes evenings, weekends, and outdoor conditions.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met to perform the essential functions of the position. Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions.

- Work is divided among an office, the recreation center, athletic fields, trails, playgrounds, and community meeting rooms.
- The employee is frequently required to sit, stand, walk, talk, hear, and use hands to operate a computer, telephone, and office and program equipment.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, lift and carry up to 25 pounds, and to work outdoors in heat, cold, rain, and sun during programs, events, and site inspections.
- Vision requirements include close vision, distance vision, and the ability to adjust focus.
- The noise level ranges from quiet office conditions to moderate or loud during games, camps, and community events.
- The position requires attendance at evening Board and municipal meetings and weekend events.

Questions

Questions about this position should be directed to srparkboard@gmail.com.