

**TOWN OF PLEASANT GARDEN, NC**  
**JOB DESCRIPTION**  
**PARKS, RECREATION AND FACILITIES DIRECTOR**

**GENERAL STATEMENT OF JOB**

The Director performs professional maintenance, supervision, construction and programming related to Town-owned properties. This includes, but is not limited to, the Town Hall property, Volunteer Park and the Pleasant Garden Community Center. This position plans, organizes, markets and promotes, administers and supervises all athletic and recreational activities. The ability to deal professionally and effectively with citizens, community groups, volunteers and agencies is a must. Handle various issues as assigned by the Town Council.

**DUTIES AND RESPONSIBILITIES** *(order does not indicate level of importance)*

- Manage and oversees all Town managed athletic programs including Youth Soccer, Youth softball and baseball, and Adult Softball;
- Manages and oversees the operation of the Town-Owned properties including but not limited to building rentals, field rentals/tournaments, routine maintenance/cleaning, advertising/promotion of the facility and its sports programs and operation of the concession stands. Facilities feature 6 ball fields, 4 athletic fields, 18 hole Disc Golf course, 2 Dog Parks, walking trails and 3 playgrounds;
- Orders, repairs and maintains parks and recreation equipment, ensuring safety procedures, policies, codes, laws and regulations are followed;
- Manages the dog park (implementation of restrictions, clean-up, etc.) and disperse/collect/maintain the game equipment (balls, shuffleboard sticks, discs, horseshoes, etc.) associated with the court games and disc golf course;
- Is familiar with general construction and renovation, facilities, grounds and maintenance. Has considerable knowledge of building and grounds maintenance methods and procedures as reflected in the needs and requirements of the Town;
- Supervisory oversight of Regional and State tournaments hosted on Pleasant Garden owned properties;
- Supervision and direct oversight of Maintenance II position, part-time staff, and contracted services;
- Secure and manage State and Federal grants;
- Assists with various special events and projects, including large-scale community events often involving detailed and extensive planning and community involvement;

- Conducts long-term planning; sets priorities, evaluates and executes to insure quality programs and events;
- Attends meetings and conferences concerning the parks and recreation for the Town;
- Coordinates with Town Staff and/or Boards concerning on-going recreational/maintenance issues;
- Receives, reviews, prepares and/or processes various records and reports, council documents, budget documents, bid/quote coordination, accident reports, vandalism reports, and correspondence with citizens and organizations; maintains said documents in an orderly manner and in accordance with state records retention requirements;
- Must be proficient with a wide variety of administrative equipment and hardware (computers, file server, etc.) and basic business software; performs general administrative/clerical duties as required;
- Handles emergency weather events, clears storm damage and secures work crews as needed for town-owned properties.
- Compliance with the Pleasant Garden Financial Policy, Personnel Policy, the State Record Retention Schedule, and NC General Statutes 143 & 159

### **MINIMUM TRAINING AND EXPERIENCE**

#### **Requires the following:**

- 1) Bachelor's degree in Parks and Recreation Management or related field or sufficient combination of education/training/ experience in Parks and Recreation programming and administration as determined by the Town Council;
- 2) Valid North Carolina driver's license;
- 3) Ability to perform regular physical labor