

Winfield Recreation Commission

Job Announcement

Position: Sports and Special Services Director

Salary Range: \$30,000-\$50,000 dependent upon qualifications and experience

Benefits: 100% employee health & dental insurance, KPERS retirement, cell phone allowance, mileage and travel reimbursement, paid vacation, paid sick leave, 12 paid holidays

Application Deadline: December 21, 2018. Email cover letter, resume and 3 professional references to Troy Moree at troymoree@winfieldrec.com or send via USPS to WRC, Attn: Troy Moree, 624 College Street, Winfield, KS 67156

General Description:

This position operates within the Recreation Commission's plan, to organize and direct recreation and sports programs designed to meet the needs of the community. Under the general supervision and direction of the Superintendent of Recreation, the Sports Director will plan, organize, supervise, evaluate and promote sports and recreation programs for individuals of all ages, including but not limited to: youth individual and team sports, adult individual and team sports, teen activities, special events and senior adult activities. Duties include all facets of directing assigned programs, securing needed equipment, overseeing team placement and conducting coaching clinics, establishing schedules for participants, hiring, training and scheduling of all needed staff for each program, coordinating use of facilities, operating within budget guidelines established for each program, implementing changes as needed in each program and evaluating each program to maintain quality and effectiveness.

Qualifications:

- Bachelor's Degree in Recreation or closely related field
- CPRP and CYSA certifications preferred
- Experience in sports and recreation programming preferred
- Certification in first aid and CPR.