



Notification of Posted Position

# Community Recreation Director

## ***Qualifications:***

Previous successful experiences with school-aged children through community or school-related activities preferred

- CPR/First Aid certification preferred
- Proven relationship builder with students, parents and teachers
- Exhibit good judgment and decision-making in accordance with student handbook, board policies and established safety procedures
- Demonstrate mental/physical ability and stamina for meeting requirements of this position
- Must successfully complete a Live Scan Criminal Records check

## ***Responsibilities:***

These responsibilities include, but are not limited to:

- Manage and provide leadership for all school district facilities including the scheduling of all buildings and fields for enrichment activities and provide oversight for all program volunteers including administering and monitoring volunteer background checks
- Design and implement recreational programs in specified school facilities during both the school year and in the summer
- Maintain Budgets for the multiple community enrichment programs ran through Kearsley Community Schools
- Establish rules and regulations and produce schedules for all recreational programs under the Community Education umbrella
- Work cooperatively with community youth organizations such as football and wrestling in regards to facility needs
- Develop advertising, marketing, and promotional materials for recreation and enrichment programs
- Distribute program information to the community
- Oversee all daily financial operations in regards to facilities and programming.
- Perform all purchasing of equipment and uniforms for all enrichment and community programs
- Have the ability to address complaints and be adept at resolving conflicts as they arise
- Work in conjunction with the Athletic Director on community needs and facility requests
- Oversight of youth boys/girls basketball, baseball/softball, volleyball, and wrestling
- Promote positive school culture by building relationships with students and staff
- Help enforce school rules in accordance with student code of conduct

Sports included: boys/girls basketball, baseball/softball, volleyball, wrestling, (youth football has a separate governing board and is part of an outside organization). **This position is funded through registration fees collected from youth sports participation.**

Compensation: Annual stipend of \$7,000, with the first half paid in April and the remainder paid in July, upon completion of baseball/softball.

## **Application Process**

External applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAAPS), Job ID 33404.

Internal applicants can submit a letter of interest to [Keith Saxton](#), Athletic Director/Assistant Principal.

*The Kearsley Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Kearsley Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.*

**Must Be Posted In Three Locations**