ORGANIZATIONAL BACKGROUND, OBJECTIVES

RELATIONSHIPS AND PERFORMANCE

FISCAL YEAR 2016 - 2017

DEPARTMENT NUMBER 6120 **DEPARTMENT NAME** Parks & Recreation

North Carolina statutes allow for the establishment of parks and recreation programs within municipal and county governments. There are no mandates however as to the types or amounts of parks or programming that must be provided. Guidelines have been established in general terms to offer direction to cities and counties in planning for and establishing parks and recreation programs. Recreation programs and park facilities are valuable assets within a community and directly relate to quality of life issues. Business and industry place the availability of quality recreation opportunities and park facilities high on their list of priorities in decisions to expand or locate their enterprise within a community.

A. Administration-
This section consists of the Director, Administrative Marketing Assistant, and Administrative Support Assistant. The director is responsible for the overall performance and operations of the department with direct supervision of nine (9) permanent staff. The director is also responsible for the development and management of the department's budget, oversees capital projects, and seeks grant funding for park and program development. The director works with business, civic, church, and other volunteer groups for community service projects to improve parks or offer additional leisure opportunities for citizens. The director coordinates maintenance of buildings and parks through a work order system and close communication with Operational Services Department.

Administrative and marketing assistant maintains financial records, prepares monthly financial reports for staff, maintains fixed asset log, tracks payroll, and prepares grant expenditure reports as required. This position also coordinates marketing of department programs and leisure opportunities through various media outlets, maintains the department's web page. This position also serves as the point of contact for the department in the absence of the director.

Administrative support assistant receives incoming calls, routs messages to staff, prepares correspondence, receives payments for programs and facility rentals. This position is also responsible for assisting patrons with employment applications, facility rentals including scheduling and staffing, and serving as the recording secretary for the Parks & Recreation Advisory Board.

B. Programs-
This section consists of four (4) program supervisors who report to the director. Two (2) Athletic supervisors plan a varied program of sports and special events that include baseball, softball, basketball, volleyball, wrestling, tennis and track and field for youth and softball and basketball for adults. They also plan camps, clinics, and other special events. One supervisor coordinates the local Special Olympics program and serves on the JCPC board. They also hire, train, and supervise seasonal part-time employees.

Aquatics/Recreation supervisor provides for planning, implementing, and supervising programs in Tiny Tots, Children's Dance, Happy Day Camp and Art. This also includes pool operations with Learn-to-Swim classes, public swim, and group pool rentals. This position is responsible for recruiting, hiring, training, and scheduling staff for these programs. This position also serves on CLEW committee for the county and LEE-CAN with the Health Department.

Gymnastics/Fitness supervisor provides a variety of programming for gymnastics from toddlers through high school age youth. Duties include recruiting, hiring, training, scheduling and supervising part-time staff to program activities for over 500 participants on a year round basis. This position also provides fitness programming for the Enrichment Center and Senior Services Department.

C. San-Lee Park and Outdoor Education

This division consists of San-Lee Park Operations Manager and Outdoor Education Specialist who report to the Director. The Park Operations Manager is responsible for overseeing the day to day operations of San-Lee Park which is open seven days per week except for Thanksgiving, Christmas, and New Years holidays. The park manager's duties include hands on maintenance of buildings, campsites, trails, boat dock facilities, and fishing program. Responsibilities also include scheduling park facilities, recruiting, training, and supervising part-time ranger staff, boat dock personnel, scouts and other volunteer groups in maintaining park facilities.

The Outdoor education specialist is responsible for outreach programs, summer and intersession camps, public programs, and other nature related activities. This position works closely with schools, civic, and other groups in providing hands on learning experiences in the natural environment. This position is responsible for maintaining the Nature Center which consists of both live animal and static displays of local flora and fauna.

D. Maintenance-

This section is coordinated by the Parks Director with Operational Services Director to provide for building and park maintenance through a work order system. Facility development and capital improvement projects are coordinated through the Operational Services Department before being let to bid.

Department Objectives.

1. Develop community partnerships to enhance recreation and leisure opportunities for county citizens.
2. Research and develop a re-development plan for OT Sloan Park.
3. Explore on-line registration/reservation programs.
4. Continue to monitor and evaluate existing resources to provide optimal opportunities for use i.e. Tramway Road Park and contracted programming.
5. Review, evaluate, and recommend schedule of Fees & Charges.
6. Oversee San-Lee Park restoration.