

NORTH SEVIER RECREATION DIRECTOR

Reports To: North Sevier Recreation Board

Position Type: Full-Time, In-Person

Position Purpose

The North Sevier Recreation Director serves as the operational and support arm of the Wolfpack Strong Initiative.

This position exists to strengthen recreation opportunities throughout Aurora, Salina, and Redmond by providing exceptional operations, communication, marketing, volunteer coordination, administrative support, and community leadership.

The Recreation Director helps create an environment where Sport Commissioners, coaches, volunteers, schools, municipalities, businesses, and community members can successfully deliver recreation opportunities that positively impact youth, families, and the community.

Success in this position is measured not by how much the Recreation Director accomplishes individually, but by how effectively they help others succeed.

Primary Areas of Responsibility

Operations & Organization

Maintain efficient day-to-day operations of the Recreation Department, including scheduling, facilities, registrations, records, communication systems, and department processes.

Communication & Marketing

Promote recreation opportunities through effective communication, community outreach, social media, website management, email campaigns, and public engagement.

Adult Recreation Development

Assist in developing and expanding adult recreation opportunities that strengthen community involvement and lifelong participation in recreation.

Youth Development Support

Support Sport Commissioners in their individual sports, camps, clinics, accelerated sports programs, and skill-development opportunities. Provide equal opportunities to all that desire to play and foster an inclusive environment for all.

Revenue & Sustainability

Assist with sponsorships, partnerships, fundraising efforts, grants, and other initiatives that strengthen the long-term sustainability of North Sevier Recreation and reduce barriers to participation.

Volunteer & Community Coordination

Recruit, coordinate, and empower volunteers, committees, coaches, and community partners while fostering a culture of ownership, service, and involvement throughout North Sevier Recreation.

Core Competencies

Solution-Oriented Leadership

Approaches challenges brought by the community with the mindset of "How can we make this happen?" rather than "Why it can't be done."

Continuous Improvement

Consistently seeks opportunities to improve programs, systems, communication, participation, and community experiences.

Collaborative Leadership

Builds relationships, develops partnerships, and effectively works with volunteers, municipalities, schools, businesses, and community organizations.

Volunteer Development & Delegation

Understands how to empower others, build teams, delegate responsibilities appropriately, and multiply the impact of the Recreation Department through community involvement.

Communication Excellence

Communicates clearly, professionally, and consistently with participants, parents, volunteers, coaches, and community stakeholders.

Technology & Innovation

Utilizes modern technology platforms, including HighLevel CRM, website tools, social media, automation systems, and communication software to improve efficiency and community engagement.

Organization & Accountability

Maintains organized records, schedules, communications, and operational systems while following through on commitments and responsibilities.

Core Philosophy

North Sevier Recreation believes great recreation programs are built by communities, not individuals.

The Recreation Director's role is to create systems, support people, develop partnerships, communicate effectively, and remove obstacles so that others can succeed.

"Wolfpack Strong: 15 Kids, Per Grade, Per Sport"

General Statement

North Sevier Recreation is an equal opportunity employer and does not discriminate as prohibited by law.

The duties and expectations of this position may be reviewed and adjusted periodically by the North Sevier Recreation Board as operational needs evolve.

North Sevier Recreation reserves the right to assign additional duties and responsibilities as necessary to fulfill the needs of the department and the communities it serves.