

The City of Kennett, Missouri, (population 9,982) is seeking to fill the position of Parks and Recreation Director. The City seeks an energetic, dedicated manager and self-motivated leader who can manage and oversee all parks and recreation services offered by the City of Kennett in order to meet the recreational needs of City residents. This position would also be responsible for long-range recreation services development and capital improvement planning, and the provision of leisure activities and services to citizens of all ages. Work involves significant community engagement and public involvement.

The City prefers any equivalent combination of education and experience the Kennett Park Board deems necessary to supervise all phases of Parks and Recreation, including but not limited to:

- Coordinate community-based programs,
- Coordinate volunteers, coaches, and other sports officials,
- Oversee operation of the city-owned aquatic center, including scheduling of aquatic center events and coordination of lifeguard schedules,
- Create new sporting/recreational activities and tournaments,
- Coordinate year-round events that target various age groups,
- Oversee conformance with all policies, procedures, and safety training,
- Attend athletic events as needed or directed,
- Prepare and supervise the execution of the department's annual operating budget,
- Monitor the condition of facilities, aquatic center, parks, and playgrounds,
- Research, implement, and evaluate new parks and recreation policies and procedures,
- Develop, review, approve, monitor, and schedule all requests for parks public and commercial use permits, weddings, day camps, special events and major community gatherings.
- Seek out additional funding sources such as federal, state and private grants,
- Collaborate and build strong partnerships within the community and other city departments.

Director must possess the ability to effectively communicate to the press, government organizations, private businesses and organizations to explain the City's parks and recreation plans, policies and procedures. Excellent written communication abilities to draft reports and press correspondence are a must.

An equivalent combination of education, training and experience will be considered.

Salary commensurate with qualifications and experience.

This is a full-time position with health insurance, retirement, sick, vacation, holiday benefits. EOE.

Send resumes by October 30 to:

Kennett Park Board
c/o Gary Figgins
P.O. Box 53
Kennett, MO 63857