

City of Vidalia

Position Announcement

Assistant Recreation Director

Job Summary

Under the supervision of the Recreation Director, the Assistant Director is responsible for developing and overseeing recreation programs.

This position will also be responsible for everyday maintenance of the Vidalia Aquatics Facility, Ed Smith Complex, Vidalia Regional Sports Complex, Darby Gym, and Community Center.

This position performs specialized duties in the operation and maintenance of the Vidalia Aquatics Facility. This applicant will need to be in possession of or will be able to obtain a pool operator's certification within one (1) year of hiring date.

Major Duties

- Directs the coordination of scheduling of facilities and personnel for recreation programs
- Prepare facilities for activities, programs, and events
- Recruits volunteers, officials, and part time employees
- Provides training for officials, volunteers, and part time employees
- Supervises the work of part time and seasonal staff
- Develops game and practice schedules
- Maintains inventory of uniforms and equipment for all programs
- Establishes registration dates and procedures
- Prepares athletic fields for play
- Organizes coaches meetings prior to the beginning of each sport
- Maintains relationships with our local schools to enhance partnerships
- Manages water chemical levels at Vidalia Aquatics Facility
- Oversees the upkeep of pool equipment
- Maintain facility inventory for department facilities

Community Center

- Oversee all duties associated with the Community Center

City of Vidalia
Position Announcement

Applications can be obtained through the City of Vidalia's website at www.vidaliaga.gov. Please click on "How Do I?" and then "Forms and Applications" to find an application. Please email to [sjohnson @ vidaliaga.gov](mailto:sjohnson@vidaliaga.gov) or deliver your application and resume along with at least three (3) professional references by February 18th to the attention of Shikima Johnson, HR Director, City of Vidalia, PO Box 280, Vidalia, Georgia, 30475.