

REWARDING POSITION\*FLEXIBILITY\*POSITIVE WORK ENVIRONMENT

**WE ARE HIRING!**



# ASSISTANT DIRECTOR

TEAMWORK  
LEADERSHIP  
ACCOUNTABILITY

## ARE YOU A CANDIDATE?

This position will assist the Director in many administrative, programming, marketing, pool planning, various sport related organization, and managing part time employees and volunteers. This person must work well with children and be self motivated.

### QUALIFICATIONS

- Knowledge in leisure services, sport management, or related.
- Excellent oral and written communication skills.
- Must work well with children, preferred experience working with youth.
- Ability to multitask between various duties.
- Self motivated.
- Two year degree and/or work experience in the field is preferred.

### BENEFITS

- ~Paid Sick Leave, Casual, and Vacation
- ~9 paid holidays
- ~Excellent Health Insurance
- ~IPERS Retirement Benefit
- ~Overtime/Use as Comp. Time
- ~Longevity Bonus

### HOW TO APPLY

Send Resume to:

[tara.nhpark@gmail.com](mailto:tara.nhpark@gmail.com)

To view full job description visit:  
[newhamptonia.com/employment-opportunities](http://newhamptonia.com/employment-opportunities)



City of New Hampton  
**PARKS AND RECREATION DEPARTMENT**

112 E. Spring St  
(Community Center)  
New Hampton, IA 50659

Phone (641) 394-5464  
Fax (641) 394-2070  
Department E-Mail tara.nhpark@gmail.com  
Director E-Mail rick.nhpark@gmail.com  
Website: www.newhamptonia.com

**New Hampton Parks & Recreation – Assistant Director Position**  
*JOB DESCRIPTION*

**Overall Functions:**

Assist director in many administrative, programming, marketing, pool planning, financials, and part time employee organization.

**Essential Job Functions:** (these are not to be construed as exclusive or all inclusive and may vary, change, or differ from time to time).

- Various office duties such as; answering phone calls, responding to emails, helping customers, office and equipment organization, program research, data entry, creating documents, spreadsheets, and letters for communication.
- Assist director with planning, organizing, scheduling, and implementation of various department programs, events, and projects.
- Attend various meetings such as monthly board meetings, coaches meeting, committee meeting, and any community meetings requested at.
- Be an active leader and advocate for our Department by having good working relationships within the City and Organizations.
- Organize and promote needed positions and paperwork for seasonal/part time employees.
- Assist the director with designing and creating documents to be distributed for publicity and marketing materials.
- Update both City and Recreation Program website and social media pages.
- Plan Pool Concession organization and ordering.
- Helps manage volunteers and coaches.

**Experience & Skills Preferred:**

- Knowledge in leisure services, sports management or related.
- Excellent oral and written communication skills.
- Must work well with Children, preferred experience working with youth.
- Ability to multitask between many different duties daily.
- Self motivated.
- Two year degree and/or work experience in the field preferred.

**BENEFITS:**

- Paid sick leave (6 days the first year, 12 per year after year 1)
- Paid vacation (5 days years 1-3, 10 after 3 years)
- Paid Casual time (4 day annually)
- 9 Paid Holidays
- Excellent Wellmark Blue Cross – Blue Shield Health Insurance
- IPERS Retirement Benefit
- Possible Overtime/Use as Comp. Time Option
- Longevity Bonus after 5 years