

City of Seymour

Job Description

Job Title: Program Director

Department: Parks and Recreation

Supervised by: Director of Parks and Recreation

Supervises: None

Date Written: 12/15/2023

FLSA Status: Non-Exempt

Status: Full-Time

Oversee all athletic leagues and events involving Seymour Parks and Recreation and ensure that each activity is carried out efficiently. Aggressively schedule athlete tournaments at our facilities – both Parks and Recreation sponsored tournaments and those run by outside organizations.

General Duties:

1. Department liaison with youth organizations in the city, including, but not limited to; Seymour Youth League, Seymour Soccer Association, and Seymour Area Youth Football League.
2. Attend all meetings, keep regular contact, and ensure all youth leagues are following standards for facility usage.
3. Oversee the scheduling of regular games, make-up games, and tournaments run by local youth organizations and City facilities.
4. Oversee all aspects of Parks and Recreation leagues. Duties include; scheduling games, coordinating officials and scorekeepers, scheduling facilities, tracking statistics and standings, handling all complaints, and running end of league tournaments.
5. Organize and run tournaments sponsored by the Parks and Recreation Department.
6. Aggressively schedule renters to host athletic tournaments at our facilities.
7. Form partnerships with local businesses to best accommodate incoming teams.
8. Actively recruit new organizations and tournament directors to partner with for reoccurring tournaments. Develop rapport and maintain relationships with youth organizations throughout the state.
9. Create new adult and youth leagues where there is a demand.
10. Coordinate with Parks Staff regarding tournament concessions scheduling.
11. Walk alongside ball crew maintenance staff to ensure that fields are properly maintained and prepared for leagues and tournaments.
12. Perform additional responsibilities as requested by the Director.

Physical Effort:

Needs to perform duties in a standard office environment which may involve sitting for long periods and lifting objects weighing less than 25 pounds.

Working Conditions:

Employee maintains frequent contact with co-workers and the general public for the purpose of exchanging information and giving instructions.

Education:

High school diploma or GED required.
College degree in recreation or related field preferred.

Work Experience/Job Requirements:

5+ years of tournament director experience preferred.
5+ years of experience running youth and/or adult leagues preferred.
Experience in dealing with general public.
Computer skills required.
Must speak fluent English.
Must have a valid driver's license.
Must be at least 18 years of age.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.