SHAKOPEE
PARKS AND RECREATION

POSITION DESCRIPTION

TITLE: Assistant Director of Recreation
CLASSIFICATION:
DEPARTMENT: Parks and Recreation
REPORTS TO: Director of Parks and Recreation
STATUS: FT
PAY GRADE: 200
LAST REVISED: December 16, 2025

SUMMARY

The Assistant Director of Recreation provides leadership and direction for recreation programs and services within the Parks and Recreation Department. This position oversees daily operations, staff management, budgeting, and program evaluation to ensure services align with community needs, departmental goals, and CAPRA standards. The Assistant Director also administers key departmental programs, manages the City's recreation software, and collaborates across divisions to support effective operations. Serving as Acting Director when needed, this role ensures high-quality recreation services for the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership and direction for recreation programs and services within the Parks and Recreation Department.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
- Serve as acting Director in the absence of the Director of Parks & Recreation.
- Assists the Parks and Recreation Director in the development and implementation of departmental goals, objectives, policies and priorities.
- Lead, manage, and supervisor staff in the day-to-day operations of recreation programs and services, including but not limited to youth, adult, athletics, fitness, senior services, and park services.
- Hire, train, mentor and evaluate full-time staff while fostering a culture of teamwork, innovation, and exceptional customer service.

- Provide leadership development and serve as a resource for staff by modeling sound judgement, collaborative problem solving, and support navigating difficult or sensitive issues.
- Ensure all recreation programs and services are aligned with community needs, departmental goals, and CAPRA standards.
- Analyze and access programs, policies, and operational needs and make appropriate adjustments.
- Serves as the liaison with athletic associations and nonprofit organizations, acting as the primary point of contact between the City and external partners, to ensure clear communication, align on shared goals, facilitate collaboration, coordinate activities, and maintain strong, productive relationships.
- Prepare quarterly brochures and promotional materials to support program registration, coordinating with the Communications Division and other stakeholders for publication and distribution.
- Develop, monitor, and manage budgets for areas of responsibility.
- Implement and track cost recovery goals in alignment with the department's revenue policy.
- Serve as the primary administrator and point of contact for the recreation management software (CivicRec), overseeing system use, support and coordination with the vendor.
- Support scheduling and operations of community facilities, parks, and specialized recreation spaces.
- Coordinate with maintenance and facility staff to align programming with operational needs.
- Facilitate cross-departmental problem-solving to align recreation services with facility operations, maintenance, and city-wide goals.
- Administer and oversee the Donations from the Heart program.
- Oversee and manage the Recreation Scholarship Program to ensure equitable access and proper fund administration.
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of principles and practices of recreation programming and management.
- Knowledge of principles and practices of program development and administration.
- Ability to implement and maintain positive employee relations.
- Ability to Identify and respond to sensitive community and organizational issues, concerns and needs.
- Ability to plan, organize, direct and coordinate the work of lower-level staff.
- Communicate effectively, both verbally and in writing; speak in public to diverse groups.

- Knowledge of principles and practices of management, motivation, supervision, training, and performance evaluations.

MINIMUM QUALIFICATIONS

- Bachelor's degree in recreation, leisure services, public administration or a related field
- 5 years of full-time supervisory experience with recreation programs and services
- Valid drivers license
- CPR and First Aid or ability to obtain within 6 months of hire

DESIRED QUALIFICATIONS

- NRPA – Certified Park and Recreation Professional

WORKING CONDITIONS

Indoor and outdoor environments: exposure to office computer screens: travel to city facilities and program sites required.

PHYSICAL DEMANDS

Duties require maintaining physical condition necessary for sitting, standing, and walking prolonged periods of time: must be able to operate city vehicle.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop computer
- Desktop phone
- Copy/scanner/fax machine
- Postage machine
- Cell phone / soft phone
- Department vehicle
- AV/audio systems
- Calculator

The City of Shakopee is an equal opportunity employer.