



Job Opportunity  
**RECREATION DIRECTOR**  
Executive and Management Level  
Unclassified Exempt

The City of Alexandria, Louisiana is seeking qualified applicants for the position of **RECREATION DIRECTOR**. Salary offered will be commensurate with the qualifications and experience of the candidate selected.

**Duties and Responsibilities:**

- Coordinate and manage all citywide and city-sponsored events.
- Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- Manage, direct and coordinate the work of part-time staff.
- Provide administrative support and professional leadership and direction within the Division of Community Services
- Establish and maintain effective working relationships with staff, volunteers, community organizations, individual citizens, governmental agencies and vendors.
- Assess and monitor the community needs; identify opportunities for improving service delivery methods and procedures for implementation of new program areas.
- Market, brand, and develop commerce in the City of Alexandria.

**Qualifications:**

- Knowledge of Federal, State, Parish and local laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Knowledge of principles and methods of developing, implementing, and evaluating a wide variety of recreation, social and leisure activities for children and adults.
- Knowledge of principles of facility supervision and maintenance.
- Knowledge of principles of supervision, management and evaluation of staff.
- Ability to plan, organize and direct complex and varied recreational programs.
- Ability to evaluate community, social and economic conditions to determine recreational needs for citizens of all ages.
- Ability to establish and maintain effective working relationships with community leaders, public officials, civic organizations, other employees and the general public.
- Ability to speak effectively in public on recreation subjects.

**Experience and Training:**

A Bachelor's Degree in Parks and Recreation Management, Business, Public Administration, Physical Education, or a related field, plus seven (7) to ten (10) years of progressively responsible experience in the administration of recreation programs and social and cultural programs and

services. An equivalent combination of education and/or experience may substitute for the education requirement on a year-for-year basis.

Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred.

CPR and First Aid certificates.

Possession of a valid Louisiana Driver's License

An acceptable Driving Record.

**Submit cover letter and resume to:  
Director of Human Resources and Personnel  
P.O. Box 71  
Alexandria, Louisiana 71309  
lisa.harris@cityofalex.com**