

**Interested candidates should submit a cover letter and resume to:**  
[Joyce\\_Hardman@etownschools.org](mailto:Joyce_Hardman@etownschools.org) , add “Executive Director Position” in the subject line.

## **Job Description**

### **Executive Director**

#### **Greater Elizabethtown Area Recreation & Community Services (GEARS)**

**TITLE: Executive Director (ED)**

**REPORTS TO: GEARS Board of Directors**

**POSITION: Full time      FLSA STATUS: Exempt**

**JOB SUMMARY:** The Executive Director is the leader and senior representative of GEARS and is responsible for planning, organizing and administering all programs offered by GEARS including Recreation, Child Care and Senior Center activities. The ED is responsible for administrative duties and oversight of daily operations. The ED oversees acquisition, development, maintenance and scheduling of facilities, including the GEARS Community Center. This position is a non-voting member of the GEARS Board of Directors and its Committees.

#### **MAJOR DUTIES/RESPONSIBILITIES:**

The following duties and responsibilities represent the major expectations of the position. Additional duties may be assigned at the discretion of the Board of Directors.

1. Develop, plan, implement, coordinate, and administer diversified programs of Recreation, Child Care and Senior activities and services to meet the needs and desires of the public. The Executive Director shall conduct on going evaluations to ensure programming meets the public needs through the compilation and study of attendance and participation statistics. Maintains accurate and complete records and prepares standard and special reports of GEARS programs, activities, services and facilities subject to review by the Board of Directors. Such records may include but are not limited to financial, personnel, inventory, accident and program service records.
2. Develops and maintains brand recognition within the community by preparing and implementing a publicity and communications plan; developing and maintaining supportive contacts and network within the community and preparing and distributing effective announcements, brochures and information about the benefits and features of the recreation, child care and senior services provided by GEARS.
3. Directs and manages the budgeting and expenditure of GEARS funds in accordance with budget appropriations. Prepares annual budgets and completes financial reports. Oversees collection and accounting of fees and other charges. Prepares applications for and pursues public research grants to meet the goals, needs and objectives of GEARS. Assists in organizing and conducting fund raising programs and solicitation of public donations.

Works with the Program Committee to identify and establish assessments, fees and rental rates.

4. Collaborates effectively with municipalities, school district, and other community groups on park/recreation related activities (acquisition, development, funding, etc.) Identifies opportunities and coordinates program development based upon ongoing assessment of community needs.
5. Develops plans for facilities including maintenance, improvement, safety and expansion, in collaboration with the GEARS Board and staff. Develops, updates and implements the Comprehensive Recreation Park and Open Space Plan. Researches, prepares and presents plans for the improvement and expansion of parks and recreational facilities and activities.
6. Maintains adequate staffing levels to support and advance GEARS programs. Recruits, employs, trains and supervises all GEARS full-time and part-time personnel, including creating work schedules and assigning job duties, while maintaining a cooperative relationship with all employees. Works with GEARS Personnel Committee to coordinate staff selection, implement personnel policies and conduct employee performance reviews.

**SCOPE:**

The incumbent is the leader and senior representative of the GEARS organization and its programs and is responsible for the successful and full execution of the annual strategic plan in compliance with the organization mission. Supervisory responsibility includes 40 full and part-time employees. Responsible for managing a \$1.83MM annual budget. The ED is expected to develop and maintain positive, effective working relationships with individuals, associations, clubs, public and private agencies, municipal government groups and school district representatives to further the mission of GEARS of providing recreational, child care and senior center activities for the citizens of the Elizabethtown Area School District, Mount Joy Township, Conoy Township, West Donegal Township and Borough of Elizabethtown. The incumbent will be required to work occasional overtime, evening and weekend hours to fulfill the requirements of the position.

**QUALIFICATIONS:** To perform this job successfully, an individual must have the following knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Excellent written and verbal communications skills including polished presentation capability.
- Persuasive, dynamic communicator with engaging interpersonal style.
- Ability to establish and maintain positive and effective work relationships with peers, subordinates, volunteers, colleagues, and the public as well as individuals, clubs, semipublic agencies, public agencies, school district and local business representatives.
- Excellent organizational skills with the ability to effectively plan, organize and administer programs and activities.

- Ability to maintain accurate and complete records of GEARS activities, services, personnel and finances.
- Ability to analyze and evaluate the overall effectiveness of GEARS programs and services and their impact on the community.
- Ability to plan, promote, direct and supervise neighborhood programs and the ability to utilize the skills of professional, technical and volunteer personnel at the Center.
- Knowledge of the philosophy of recreation and group work and its application to individual and group behavior.
- Ability to initiate and administer the operations and programs without supervision.
- Valid PA driver's license.
- Must be able to obtain and maintain all federal and PA clearances including Department of Human Services Child Abuse History Clearance, Pennsylvania State Police Request for Criminal Records Check and the Federal Criminal History Record Information.
- Must be able to work flexible schedule including daytime, evenings and weekend hours.

**EDUCATION and/or EXPERIENCE**

- Bachelors degree in Recreation/Parks Administration or related field.
- Minimum five years' experience in recognized recreation or leisure service agency.
- Membership in the National Recreation and Parks Association and the Pennsylvania Recreation and Parks Society (preferred).

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically works in an office environment and frequently is required to walk on uneven surfaces including athletic fields, playgrounds and parking lots. The employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision. Incumbent must be able to sit for long periods of time as the position requires automobile travel.

**WORK ENVIRONMENT:** The work environment described here is representative of the conditions an employee will work in.

The work environment is typically an office setting, and frequently works in outside areas to include athletic fields, playgrounds, and parking lots. Accordingly, the incumbent may be exposed to wet and/or humid conditions and other outside weather conditions. The noise level is usually moderate.

*GEARS is a nonprofit organization that provides recreation activities, continuing education programs, child care and social events for children, youth, adults and seniors. These fee-based activities are available to residents of participating municipalities and neighboring municipalities. GEARS is an EQUAL OPPORTUNITY EMPLOYER M/F/D/V.*