

Parks and Recreation Director

City of Huntington Woods

Population: 6,238

Compensation: \$68,000 - \$73,000 DOQ

Closing date: December 15, 2020 at 5 pm

To apply: Submit cover letter, resume and 3 professional references by email to Hbarckholtz@hwmi.org or by mail to:

City of Huntington Woods

Attn: Heidi Barckholtz

26815 Scotia

Huntington Woods MI 48070

The City of Huntington Woods is seeking a candidate for the full-time position of Recreation Director. Huntington Woods is a one-mile square residential suburb of the City of Detroit with a population of 6,238. The position reports to the City Manager and supervises a full-time staff of eight in the Recreation Department, two in the Parks Department, and a part-time staff of approximately 12. Part-time seasonal staffing increases to approximately 80 in the summer. The Recreation Department is made up of a recreation center with indoor gymnasium, an outdoor municipal pool, tennis courts, sports fields, a skate-park, and eleven passive recreational parks and playgrounds. The Department provides programs and services for residents of all ages including city-wide events, summer camp programs, aquatics, sports leagues, classes, teen programs, preschool program and senior programs. The Department also runs a state licensed Latchkey program for Burton Elementary School which is located adjacent to the Recreation Center. The Director's duties include administration, supervision, budgeting, and development of comprehensive recreation operations ranging from senior services to Latchkey programming. The Director is responsible for hiring and training employees; works closely with the elementary school staff which shares facilities with the City; is the staff liaison for the volunteer Parks and Recreation Advisory Board; oversees the facility rentals and works closely with the public on related recreation issues. Because of the residential nature of the community, excellent public relations and customer service skills are essential.

The City is seeking a candidate with a Bachelor's degree in recreation administration or related field and a minimum of five years of successful supervisory experience. Municipal experience and being a Certified Parks and Recreational Professional (CPRP) is a plus. The successful candidate must complete a physical, drug screening and a background investigation.