



**VILLAGE OF WEST SALEM**  
**175 LEONARD STREET SOUTH**  
**WEST SALEM, WI 54669**

**Position:** Assistant Director  
**Department:** Parks & Recreation Department  
**Supervisor:** Parks & Recreation Director  
**Salary/Wage:** \$41,900 - \$45,000  
**Apply To:** Send cover letter and resume to [Tdegaetano@westsalemwi.gov](mailto:Tdegaetano@westsalemwi.gov)  
**Closing Date:** Open until filled  
**Date Posted:** 1/30/25

#### **JOB DESCRIPTION**

Under the administrative supervision of the Parks & Recreation Director, this position is responsible for the planning, organizing, promoting, development, coordination, and supervision of the community recreation programs, services, and facilities. This position is responsible for the management of the department in the absence of the Director. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor, and is reviewed for accuracy and adherence to established procedure by that supervisor.

#### **ESSENTIAL FUNCTIONS**

- Plans, manages and leads recreational programs, leagues and events for all segments, groups, ages and interest levels of the community.
- Provides oversight for program registrations. Knowledge of ActiveNet registration software is preferred.
- Supervises and evaluates part-time, seasonal, and volunteer staff.
- Assists in interviewing staff; recruits and interviews candidates for seasonal and volunteer staff. Prepares schedules, work assignments and processes payroll.
- Assesses, coordinates, and provides training to staff at the appropriate levels; conducts staff and program meetings.
- Assists in supervising maintenance, repair, and development of park grounds and facilities.
- Assists in the development of policies and reports directly related to the department.
- Recommends and authorizes the purchasing of supplies and equipment within a limited spending authority.
- Schedules, coordinates, and supervises the use of the recreational facilities.
- Plans, organizes, coordinates, supervises, and conducts programs, tournaments, and special events.

- Works with program sponsors and public service groups to provide recreational programs and special events.
- Researches and pursues development of new recreation programs and services.
- Excellent organization skills required, including the ability to maintain records and prepare reports from such information.
- Familiarity with Microsoft, Google Suite, Canva and creating newsletters.
- Manages department social media accounts, event calendar, website and email database.
- Attends meetings as necessary.
- Other duties as requested or assigned.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- Knowledge of principles and techniques of planning, organizing, and implementing municipal recreation programs and services required.
- Ability to effectively communicate both orally and in writing.
- Ability to supervise, evaluate, and develop staff.
- Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public.
- Ability to calmly approach and solve problems under stressful circumstances.
- Ability to be flexible and prepared to react to unforeseen situations and emergencies.
- Ability to work on and track multiple tasks and projects at one time.
- Ability to develop and administer recreation program budgets.

**EDUCATION, TRAINING AND EXPERIENCE:**

- A Bachelor's Degree from an accredited four year college or university with major course work in Recreation, Physical Education, or closely related field is preferred.
- Minimum of three (3) years supervisory experience required.
- Valid drivers' license required.