



VILLAGE OF WILLIAMS BAY

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NOTICE

PARKS & LAKEFRONT (P&L) COMMITTEE MEETING

MONDAY, DECEMBER 11, 2023 AT 2:00 PM

Village Hall Council Room

250 Williams Street

Williams Bay, WI 53191

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I.** Call to Order
- II.** Roll Call
- III.** Consider a Motion to Convene Into Closed Session
- IV.** Pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
-Recreation Department employee's interim duties and compensation
- V.** Motion to reconvene into open session
- VI.** Possible discussion of/action for those items discussed in closed session
- VII.** Adjourn

Steve Russell

Parks and Lakefront Chair

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 12/08/2023 5:00 PM



VILLAGE OF WILLIAMS BAY

Position Description: Recreation Director

Village Board Oversight: Parks & Lakefront Committee

Classification: Full-Time

Reports to: Village Administrator

Job Summary

The Recreation Director is the principal manager responsible for the planning, coordinating, implementing, staffing, evaluating and directing of all related programming, services and activities of the Recreation Department.

Key Responsibilities

- Develops and implements a plan of recreational programs and activities to meet the short-term and long-term needs of the community.
- Implements a formal staffing process for all paid staff and volunteers.
- Coordinates programming and facilities utilization with the Williams Bay School District and other community facilities.
- Applies for and administers any grant programs as they become available.
- Provides oversight of the development, interpretation and implementation of Recreation Program policies, practices and procedures in conjunction with village administration and recreation department board.
- Works with Trustees and Village staff in the development of the annual recreation department budget.
- Works within the parameters of the annual budget tracking income and expenses in concert with the Village Administrator.

Minimum Qualifications

Education: Bachelor's Degree or higher in Recreation Administration or closely related Bachelor's Degree from an accredited educational institution with major course work in municipal recreation, facility management, public administration. Alternatively must have had at least five years of experience in a recreation position with supervisory experience demonstrating the ability to effectively manage a recreation program.

Experience: at least two years work experience in recreation administration or closely related field.

Special skills:

- Be adept in using standard office spreadsheet, database and word processing software.
- Be skilled in using social media in promoting events and programs.
- Ability to operate a variety of office equipment including but not limited to: a computer, calculator, printer, fax machine, thermostat, speaker system and telephone.

- Must have effective communication skills both written and oral.
- Certifications and licenses: Possess a valid Wisconsin drivers' license. Must have or obtain within six months of hire certification in CPR (infant/toddler, child and adult) and first aid.
- Have demonstrated leadership abilities.
- Possess the ability to evaluate programs and modify as needed.

Special Position Requirements

None.

Preferences

Optional section: preferred attributes for the position that are not absolutely required in the minimum qualifications (i.e., multi-lingual, masters degree).

Work Requirements

- Ability to exert moderate physical effort, typically involving some combination of climbing or balancing, stooping, kneeling, crouching, lifting, carrying, standing, walking, pushing or pulling.
- Ability to work outdoors and oversee all Recreation Department activities.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials or tasks.

Hours, Compensation and Benefits

To be added.

Other Duties and Conditions

This document is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and that other duties, as assigned, might be part of the job.

Employee acknowledgement/date _____
Updated: August 11, 2014

— Hockey guy Pay to take
 care of rink

Recreation Specialist – Arts/Craft, Environmental & Family Program

Williams Bay Recreation Department

Contact Name: Dave Rowland
Contact Email: rec@williamsbay.org
Phone Number: 262-686-8001

Description:

The Williams Bay Recreation Department serves a community of over 3,000 residents in southern Wisconsin 50 miles south of Milwaukee on Lake Geneva. The recreation department provides year round recreation and leisure opportunities to all ages and abilities. The Recreation Department is seeking to fill the position of Recreation Specialist of Arts/Craft, Environmental & Family Programs.

Responsibilities & Duties: Assist with planning, organization, implementation, and oversight of recreational/general interest programs and special events with an emphasis in family, arts/craft, nature and environmental programs, services, and activities. Provide direct leadership and supervision to all assigned recreation programs and services. Provide developmentally appropriate activities that meet the needs and interests of participants. Assist in the development and implementation of long-range plans and strategies. Develop and implement annual goals and objectives. Evaluate effectiveness and efficiency of programs and services, making recommendations on introduction or deletion of programs and services. Assist in the development and implementation of specific program details consistent with recreation marketing strategy. Assist with the development and implementation of a marketing strategy for recreation programs, services, and facilities consisting of appropriate pricing and promotional efforts. Recruit, select, train, supervise, and evaluate seasonal/temporary staff and volunteers. Provide direct leadership with the recruitment and placement of volunteers in various programs and events. Contract with independent contractors and vendors for programs and services as needed. Establish a cooperative planning and working relationship with community agencies and organizations. Review and prepare costs for program centers of the annual budget. Assist in processing cash receipts. Secure alternative funding through grants, sponsorships, and fundraising. Purchase, distribute, and maintain proper inventory of all supplies and materials. Prepare and maintain management reports and records regarding programs and services. Attend pertinent departmental meetings and in-house training sessions. Conduct self-according to the policies and procedures as established by the recreation department. Assist staff and volunteers in the performance of their duties. Participate and become involved in organizations and/or community meetings whose purpose will be of benefit to the recreation department operation. Serve on in-house committees. Attend seminars and training workshops. Perform other duties as assigned.

Hours: 20 hours per week, Work schedule may vary and will include regular nights and weekends. May involve additional hours on an as needed basis.



Sports Coordinator

Williams Bay Recreation Department

Contact Name: Dave Rowland
Contact Email: rec@williamsbay.org
Phone Number: 262-686-8001

Description:

The Williams Bay Recreation Department serves a community of over 2,700 residents in southern Wisconsin 50 miles south of Milwaukee on Geneva Lake. The Recreation Department provides year round recreation and leisure opportunities to all ages and abilities. The Recreation Department is seeking to fill the position of Sports Coordinator.

Responsibilities & Duties: Create, organize, and supervise seasonal youth league programs; recruit players and coaches; train coaches; officiate games, coordinate events, order equipment and uniforms; schedule games/practices as needed, etc. Evaluate available sports opportunities for school-age youth and conceive, develop, and implement new leagues and or classes to fill gaps. Assist in coordinating other youth enrichment classes. Administer Adult Sports Leagues (softball, basketball, etc.): register players; supervise team "drafts"; schedule games, officials, scorekeepers; order supplies; supervise games. Supervise scorekeepers and manage the contract with the Referees and Umpires associations. Work as part of the Camp team during school breaks. Collaborate with the Recreation Director to create a recreation/league marketing plan that includes class descriptions, website content, communication strategies/channels, and development and distribution of collateral materials. Perform all necessary administrative responsibilities, including but not limited to phone calls, emails, recruitment of new participants, and other program-related duties. Manage inventory of recreational and sports league equipment, ensuring that the amount of equipment is sufficient for program needs and that equipment is in good working condition. Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs. Plan, coordinate, schedule, promote, lead, and evaluate recreation programs and special events. Research and assist in formulating safety policies and procedures. Analyze and report outcomes. Assist in the development and monitoring of the Sports and Recreation program budget. Partner with other program staff to develop and carry out developmentally appropriate recreation and fitness activities. Other duties as assigned.

Knowledge, Skills & Abilities: Able to receive and delegate tasks to recreation groups and volunteer help. Ability to prepare written reports. Able to organize and prioritize workload. Able to effectively communicate verbally and in writing. Establish and maintain strong working relationships with participants and coworkers. Possess knowledge of the principles and techniques of planning, organizing, promoting, and evaluating recreation programs.

Hours: 20 hours per week, Work schedule may vary and will include regular nights and weekends. May involve additional hours on an as needed basis.

