

City of Isle of Palms, SC

Recreation Director Job Opening



Mission Statement: To be the most sustainable, family-friendly beach community in South Carolina.

Vision Statement: To be a welcoming, environmentally conscious, and resilient coastal community committed to enhancing the quality of life for those who come here to live, work and play.

The Isle of Palms Community

The City of Isle of Palms is a seven-mile-long barrier island located eight miles east of Charleston on the South Carolina coast. In 1953 the island was incorporated as the City of Isle of Palms by an Act of the South Carolina Legislature. The City has a Council form of government with a Mayor, and eight City Council members, each elected to four-year terms. All policy and legislative decisions are the responsibility of the Council. The City employs a City Administrator to manage its daily affairs and carry out the policies of the Council.

The City of Isle of Palms is 15 minutes away from the City of Charleston which has been voted the #1 Vacation spot by Conde Nast in the last eleven years. The Isle of Palms, designated the safest city in South Carolina, has one of the most family-friendly beaches in the country. The barrier island stretches across seven miles of shoreline and lies on a narrow strip of land hugging the beach and it is separated from the mainland by the Intracoastal Waterway and salt marshes.



The year-round population is approximately 5,000 with an influx of day visitors and vacationers reaching upwards of 50,000 during the peak season. The City is a great place to raise a family and is also considered a retirement destination. The City's population is well-educated, greatly involved in community activities, supportive of local businesses and engaged with government.

The community is comprised of year-round residents and vacation homeowners. The City's population grows significantly during the summer season as daily visitors and vacationers choose

the Isle of Palms as their vacation destination. With this growth comes unique challenges and opportunities for the Isle of Palms Recreation Department as it meets the recreational needs of our community.



The City has a small centralized commercial district that includes family restaurants, shops, boutique hotels, grocery store and pharmacy serving full-time residents and visitors year-round. A city-owned (but privately managed) marina offers public access to a variety of water sports and activities.

The City currently employs 91 regular full-time employees, plus part-time and seasonal employees. The City has 6 departments: General Government (Municipal Court,

Finance & Human Resources), Recreation, Public Works, Building, Planning & Zoning, Police and Fire.

Our Recreation Department

The Recreation Center, located at 24 28th Avenue, is the main focal point of the island.

Reporting to the City Administrator, the Recreation Director leads the Recreation Dept which consists of (1) Assistant Recreation Director, (2) Recreation Supervisors, (1) Parks and Facilities Specialist, (1) Parks and Grounds Maintenance Supervisor, (1) Recreation Specialist, (1) PT Parks and Grounds Maintenance.



The Recreation Director supervises a \$1.7 million budget. Which includes various programs for youth to adults and summer camp. The maintenance of facilities including the Bark Park, Baseball Field, Basketball Courts, Cardio Room, Playground, Frisbee Golf Course, Gymnasium, Picnic Shelter, Softball Field, and Tennis & Pickle Ball Courts. The Director also oversees the

development and implementation of approximately 20 annual special events and holiday activities, and 7 camps and clinics. The Recreation Director reports to the City Administrator.

The Candidate

A national search is underway to attract a highly qualified individual to become the next Recreation Director for the City of Isle of Palms. The City seeks to continue its strong commitment to recreational activities, and events cherished by the community while also continuing to promote an outstanding quality of life for residents and visitors.



The Recreation Director oversees the Recreation Department, building and grounds maintenance, recreational and athletic programs, and special events. The department has 6 full time employees, program instructors, and several part time employees. The Director is responsible for the development and implementation of policies and procedures relating to the operation, maintenance, and development of various recreation, building maintenance, and recreational and athletic programs.

The ideal candidate will have impeccable integrity and be an effective communicator who is genuine, personable, welcoming, and humble in all facets of their interactions with department members, city staff, and the community. The ideal candidate will be progressive, forward-thinking creative with a constant drive to improve and expand existing services. The Recreation Director will develop a culture that embraces and adapts to change and introduce innovate practices that will translate into improved community engagement, employee retention, job performance and unparalleled quality of services. The City is looking for a seasoned municipal executive with experience in cultivating and developing strong community relationships, working collaboratively and effectively when dealing with complex planning and budgeting matters.

Essential Functions of the Job

- Plan, organize, direct, and administer the operations of the department.
- Serve as department liaison and coordinates department activities with area departments, local and private agencies, and other community groups.

- Inspect and review playground area, recreation building, athletic fields, and related facility operations.
- Develop and administer department operating and capital improvements budgets, to include recreation facility development and improvements.
- Ability to manage all aspects of departmental projects and initiatives, from writing RFP/RFQs to project implementation and management.
- Oversee and approve all fiscal transactions and requests. Strong budgeting skills to prepare, review, analyze, and administer both annual operating and capital improvement budgets for all divisions of the department.
- Develop and implement department goals and objectives to enhance the level of service to the community.
- Ability to develop relationships with representatives of Federal, State, County, and civic organizations and community members and other city departments on matters of recreation facilities, services, sports leagues and coordination and operation of all recreation programs.
- Maintain open and effective communication with the City Administrator, City officials and other personnel.
- Formulate rules and regulations governing the use of recreational facilities and the amount of fees to collect for various programs and use of facilities.
- Update policy and procedure manuals, regulations, as needed.
- Superior skills in preparation and presentation of reports and recommendations to City Council and other public and private bodies.
- Attend all City Council meetings.
- Monitor and manage the Department's webpage and social media accounts.
- Study public recreation needs, examines other programs to determine their applicability to local needs and develops appropriate programs.
- Interview and hire department staff and perform employee's annual performance evaluations.
- Monitor safety measures for all departmental programs and facilities.
- Function during a declared emergency utilizing the Incident Command System (ICS)

In addition to the essential job functions the successful candidate must possess the following personal characteristics:

- Outstanding and visionary leadership to the department and City's future, demonstrating a high level of initiative, resourcefulness, creativity, problem solving skills, and impartiality.
- Exceptional ability to deal effectively and courteously with people.
- Demonstrated record of leadership and administrative ability.
- Ability to work effectively as a team leader and a team member.
- Personal and professional integrity of the highest order

Required Education, Degrees, Certifications

A Bachelor's Degree from an accredited college or university with major course work in recreation, public administration, physical education or related field, and five years of

professional supervisory and administrative experience in a public park and/or recreation program. Other combinations of experience and education that meet the minimum requirements, as determined by the City, may be substituted.

How to Apply

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofirms.com\)](https://cognitofirms.com) and submit an online application, resume, and cover letter by September 30, 2022. Following this date, applicants will be screened against criteria outlined in this brochure and job description. Virtual and on-site interviews with the City will be offered to those candidates named as finalist, with reference checks, background checks and academic verifications conducted after receiving candidates' consent. A pre-employment screening to include controlled substance tests will be conducted by the City.

Compensation & Benefits

The salary range for this position is \$75,187-\$116,540. Salary placement is dependent upon experience, qualifications and in adherence with pay equity. The City of Isle of Palms provides an excellent benefits package including:

Insurance – The City pays 100% of group health insurance, including major medical, vision and dental coverage for full-time and regular part-time employees working 30 hours per week. The City pays between 50% - 62% of dependent health coverage depending on whether the coverage is for a spouse (54%) children (50%) or full family (62%).

Retirement – Employees contribute 9% of your base salary towards your state retirement plan. The city will contribute 20.24%.

Wellness & Professional Development – The City partners with First Sun for the Employee Assistance Program to provide numerous resources to employees and their families to deal with life issues and enhance their emotional, financial, professional, and intellectual wellbeing. The City has two fully equipped fitness centers available 24 hours a day. Employees also have access to the Recreation Center's Cardio Room and fitness classes at no cost. The City's Tuition Reimbursement Program provides full-time, eligible employees with tuition reimbursement for successful completion of college credit hours earned.

Vacation & Sick Leave, Holidays – Department Heads start accruing 15 days of annual leave in their first year of service, 20 days per year for years 6-15 and 25 days of annual leave per year after the 15th year of service. Employees earn 96 hours of paid sick leave annually. Employees receive 12 paid holidays per calendar year.

Additional Benefits – Use of a City vehicle, mobile phone and mobile tablet.