

**CITY OF SPARTA  
PARK BOARD AGENDA  
March 4, 2019**

**City Hall**

**6:00 p.m.**

- 1. Call meeting to order**
- 2. Consent Agenda consisting of: Minutes of January 7, 2019, Park & Rec Director's monthly report for March, 2019, and monthly bills for January and February**
- 3. Consideration of Revised Green's Fees for River Run**
- 4. Consideration of Specials/Discounts at River Run Sparta**
- 5. Consideration of Concession Stand Bid**
- 6. Items for Future Consideration**
- 7. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 3-1-19

**CITY OF SPARTA**  
**PARK BOARD MINUTES**  
**January 7, 2019**

**PRESENT: Josh Lydon, Alli Karrels, Tony Polkoski, Brian Harrie, Kevin Schmitz**

**ABSENT: Jim Church, Cori Koch**

**ALSO PRESENT: Brad Gilbertson, Mark Sund, Mayor Button, Dave Kuderer**

Josh Lydon called the meeting to order at 6:00 p.m.

**A motion was made by Alli Karrels and seconded by Kevin Schmitz to approve the Consent Agenda consisting of minutes of the October 1, 2018 meeting, Park & Rec Director's monthly report for January, 2019, River Run report for October and monthly bills for October, November and December. Motion carried 5-0.**

Brad received bids to purchase utility vehicles for the golf course. He is recommending the bid from Reinders for 2 GTX Workman EFI carts with front receiver w/o brush guard, canopy, and folding windshield for a total cost of \$18,743.29. He also received a bid for a set of 3 Jacobsen Verti-cut reels for Greensking IV Plus triplex in the amount of \$4,850.00 from Horst Distributing. **A motion was made by Alli Karrels and seconded by Brian Harrie to approve the purchase of 2 Cushman's utility carts from Reinders as listed above in the amount of \$18,743.29 and to approve the purchase of the set of 3 verti-cut reels from Horst distributing in the amount of \$4,850.00. Both of these items have been budgeted for. Motion carried 5-0.**

A request was received from the family of Spencer Jenkins asking if they can have a bench built, donated to the golf course, and placed by hole #10 as Spencer is turning 90. There was discussion as to the Park Dept. having a standard type of bench, what it is made up of, cost, etc. The Board agreed to allow Brad to come up with a couple of options for benches for families to choose from when this comes up again. **A motion was made by Kevin Schmitz and seconded by Alli Karrels to approve the bench request and placement on hole #10 and that the style be determined by Brad. Motion carried 5-0.**

Items for future consideration were:

An arborist has been contacted but will not go over the course until Spring

Discussed the drowning in Perch Lake

Trapping in Amundson Park...is it allowed? Need to create and Ordinance?

Wages for maintenance personnel

**A motion was made by Alli Karrels and seconded by Kevin Schmitz to adjourn at 6:41 p.m. Motion carried 5-0.**

Respectfully Submitted,

Julie Hanson  
City Clerk

## **Parks & Recreation Director's Report March 4, 2019**

### **Wrestling**

Season is coming to an end at the end of March. Feedback has been good with our head coach Corey Zimmerman as he has improved greatly from last year. There are a few tournaments left in the season.

### **Winter Archery**

The winter archery program is again nearly full. We have a few spots left in the advanced classes. Our new instructors have a season under their belt and are doing a great job.

### **Gymnastics**

The program continues to fill up from season to season. Our Early Spring session will start March 12<sup>th</sup>. We have hired two new coaches who are young and on the high school team. Hiring young coaches, our hope is to have them around a little longer and so far they have done a nice job.

### **Youth Basketball**

Our Pee-Wee basketball starts March 4<sup>th</sup>. We are working with the basketball association once again. Pee-Wee basketball consists of 3yr-pre K children who practice on Monday and Kindergarten age children who practice on Wednesday. This is hosted at the Community Center.

### **Co-Ed/Women's Volleyball Tournament**

On January 12<sup>th</sup> we maxed out the Co-Ed volleyball tournament with 16 teams. It was a very well liked and competitive tournament. On February 16<sup>th</sup> we ran a Women's tournament that was held at the Community Center which hosted 6 teams. The hope is for these to keep growing with word of mouth and continued marketing.

### **Pickleball**

We had many requests for us to host gym space for a growing sport called pickleball. We started with two nets and have grown to three. We have about 30 participants and they play two mornings a week. This is hosted at the Community Center.

### **Special Recreation**

We continue to offer craft days. Spring and summer programs have been set. They include Spring fun day, Basketball, Walking Club, restaurant club, and more.

### **Adult Fitness**

We added another yoga class because of the popularity and demand of the program. All classes continue to be going well. Our Fitness Fundraiser "Neon Glow", ran by Jen Huntington is on March 9<sup>th</sup>. We expect this to be another very well attended year as it continues to grow and is a great source of funds for our fitness programs.

### **Golf Course**

Trying to lower prices for the golf course on daily greens fees to compete with surrounding courses and pull in outside golfers.

### **Miscellaneous**

Open Gym continues on Sunday evenings at the Community Center. Attendance has been good so far with an average of 15-20 participants.

The Parks and Recreation office is gearing up for Joanie's retirement. We plan to restructure the department by hiring another Recreation Specialist and promoting Ryan to Recreation Superintendent which will oversee the new position. Our hope is to bring in our new employee mid-Summer to get them

acclimated to the busy summer schedule and to cross train not only the new employee, but Ryan and Brad on Joanie's Position. All this is pending finance committee approval for wages.

**Golf & Park Bills February 2019**

	<b>Vender</b>	<b>PP</b>	<b>PO</b>	<b>UP</b>	<b>Dept.</b>	<b>Description</b>	<b>Amount</b>
1	Walmart	x			Park	USB Cable	\$ 6.88
2	Plunkett's	x			Park	Pest contol	\$ 1,210.53
3	Spectrum	x			G & P	Internet & Voice	\$ 113.83
4	Reinders	x			Golf	Air Filters, Tire/Rim Asm Air control valve	\$ 1,028.77
5	Reinders	x			Golf	Bearings, Caster Tire Asm	\$ 886.95
6	All American Do It Center	x			Park	Cable Tie, Adhesive Fastener	\$ 16.96
7	Dalco	x			Park	Scurbber	\$ 2,824.38
8	Monroe co Herald	x			Golf	Yearly Membership Prices	\$ 421.00
9	The Hardware Store	x			Park	Light Switch	\$ 5.49
10	P & P Products	x			Park	Volleyball Tourney Shirts	\$ 20.00
11	Spectrum	x			Park	Internet Service	\$ 79.99
12	Zarnoth Brush Works	x			Park	Wafer Broom Refill	\$ 423.50
13	Hagen's Sales & Service	x			Park	Oil	\$ 76.00
14	Hagen's Sales & Service	x			Golf	Oil	\$ 76.00
15	Reinders	x			Golf	Ball Joint, HYD Cylinder Asm, Rings	\$ 130.89
16	Auto Value	x			Golf	50/50 Ext Life	\$ 59.64
17	Reinders	x			Golf	Hyd Cylinger Asm	\$ 594.56
18	Reinders	x			Golf	Bushing-Flange, Screws, Nut-Lock	\$ 58.46
19	Airgas	x			Golf	Lease Cly	\$ 114.24
20	Sparta Area High School	x			Park	Meadow View School Custodial overtime	\$ 442.50
21	Evans Printing	x			Park	Time Cards	\$ 53.00
22	B & B Plumbing Inc	x			Park	Frozen Water Pipes at Community Center	\$ 120.40
23	Sparta Co-op	x			Park	Tubes	\$ 27.00
24	The Hardware Store	x			Park	Hose for scrubber	\$ 3.99
25	Sparta Area Schools			x	Park	Site Charge	\$ 1,275.00
26	Amazon			x	Park	Sound System Charger	\$ 24.99
27	Amazon			x	Park	Rechargeable Portable PA System	\$ 249.99
28	Marco			x	Park	Chemicals	\$ 556.00
29	Auto Value			x	Park	Diesel Fuel	\$ 7.89
30	Auto Value			x	Park	50/50 EXT Life	\$ 59.94
31	Auto Value			x	Park	Permatex, Needle Nose Dispens	\$ 36.98
32	Auto Value			x	Golf	HD Air Farm	\$ 9.69
33	B & B Plumbing			x	Golf	T & S Cartridges & Hose	\$ 251.55
34	B&H			x	Park	Black Light, Bar Light,	\$ 706.81
35	Dalco			x	Park	Cleaning Supplies	\$ 57.68
36	Dalco			x	Park	Cleaning Supplies	\$ 61.82
37	Dalco			x	Park	Gloves	\$ 136.44
38	The Hardware Store			x	Park	30" Snowplow	\$ 55.99
39	The Hardware Store			x	Golf	Long Alu Rivet	\$ 6.49
40	The Hardware Store			x	Golf	Quick Set	\$ 3.49
41	The Hardware Store			x	Park	Hardware	\$ 32.94
42	The Hardware Store			x	Golf	Storage Hook & Hardware	\$ 16.06
43	The Hardware Store			x	Golf	Qkwikplastic Epoxy	\$ 7.49
44	Perkins Oil			x	Park	Gadus S3 V460 XD2	\$ 288.60
45	Trane			x	Park	Community Center	\$ 1,555.30

46	Theises's			x	G & P	Nut Driver, Work Light, Plies, Screddrivers	\$	108.95
47	Viking Electric Supply			x	Golf	Dual Tech Sensor Cart Shed	\$	237.22
48	Viking Electric Supply			x	Golf	Dimmable LED Cart Shed	\$	170.06
49	Walmart			x	Park	Gift Card, Card	\$	25.97
50	Walmart			x	Park	Plastic Shelves -Fitness Center	\$	34.72
51	Walmart			x	Park	Key Tags, Double Sided Tape, Sharpies	\$	181.12
52	Walmart			x	Park	Mouse	\$	13.88
53	Walmart			x	Park			
						Total	\$	14,968.02

**Golf & Park Bills January 2019**

	<b>Vender</b>	<b>PP</b>	<b>PO</b>	<b>UP</b>	<b>Dept.</b>	<b>Description</b>	<b>Amount</b>
1	DGS	X			Parks	Replacement Bed for Vault	\$ 220.00
2	Dalco	X			Parks	Prep and Recoat Gym Floor	\$ 2,100.00
3	Horst	X			Golf	12 Bedknife, screws	\$ 687.63
4	Monroe Co. Activity Guide	X			Golf	Advertising	\$ 895.00
5	Brad Olson Electric	X			Golf	Replace breaker at Pump House	\$ 2,678.35
6	P & P Products	X			Parks	Volleyball Tournament Plaque	\$ 20.00
7	Spectrum Business	X			G & P	Internet/voice at shop	\$ 113.83
8	TDS Media Direct Inc	X			Golf	Advertising	\$ 395.00
9	Trane	X			Parks	Reconfigured VAV Box @ Community Center	\$ 348.15
10	Walmart	X			Parks	Spec. Rec dinner	\$ 40.54
11	All American	X			Parks	Outdoor Box	\$ 11.78
12	All American	X			Parks	Channel Cord, Outdoor Cord, 3 to 2 Triple Tap	\$ 31.55
13	All American	X			Parks	Cordmate Kit, Outlet Surge Strip, Brackets, Shelf	\$ 64.94
14	Auto Value	X			Parks	Battery	\$ 137.99
15	Auto Value	X			Parks	FHP Medium Horse-Power	\$ 11.99
16	Auto Value	X			Parks	WD40 (12)	\$ 65.88
17	Choice Security & Surveillance	X			Parks	Gymnastics Gym	\$ 575.00
18	Dalco	X			Parks	Gloves, Floor Pad, Can Liners	\$ 222.02
19	Dalco	X			Parks	Hose	\$ 32.95
20	Gempler's	X			Parks	Work Gloves, Half Mask, Safety Glasses	\$ 213.45
21	Gempler's	X			G & P	Rainsuits	\$ 179.96
22	Gempler's	X			G & P	Backpack Sprayer	\$ 227.98
23	The Hardware Store	X			Parks	Hardware	\$ 1.18
24	Holiday Wholesale	X			Parks	Cheese for Tournamnet concessions	\$ 108.56
25	Keystone Pest Solutions	X			Parks	Basil Oil Carrier with Dye	\$ 151.80
26	P & P Products	X			Parks	Shirts	\$ 185.21
27	Reinders	X			Golf	Bedknife	\$ 532.80
28	Reinders	X			Golf	Plug Glow, Wheel Rim, Seat ASM, Switch Kit, V-	\$ 1,053.48
29	Spectrum Business	X			Parks	Monthly Service	\$ 79.99
30	Theisen's	X			G & P	Door Stop, Anchor Kit, Cord, Eye Screw, Dryer V	\$ 91.85
31	Walmart	X			Golf	Cable	\$ 34.92
32	Walmart	X			Parks	Plastic Shelf, Paper towels	\$ 87.86
33	All American			X	Parks	Electrical Box at Info Center	\$ 11.78
34	All American			X	Parks	Steel Hose Hanger, Pistol Nozzle,	\$ 31.27
35	All American			X	Parks	Sanding Belts, Straight Bit	\$ 68.55
36	All American			X	Parks	Lumber	\$ 6.99
37	All American			X	Parks	Lumber	\$ 13.98
38	All American			X	Parks	Lumber	\$ 47.98
39	All American			X	Parks	Clear Poly, Red Rosin	\$ 44.48
40	All American			X	Parks	Lumber, Furring Strip	\$ 39.31
41	Auto Value			X	Parks	WD40	\$ 65.88
42	Auto Value			X	G & P	LED Work Light	\$ 135.98
43	Auto Value			X	Parks	FHP Medium Horse-Power	\$ 11.99
44	Auto Value			X	Parks	Cleaning Solvent, Bench Grinding Wheel	\$ 224.96
45	Choice Security & Surveillance			X	Parks	Lockbox, Heater, Parts & Labor	\$ 591.00



## POSITION DESCRIPTION

Title: **Parks and Recreation Director**  
Job Code Number:  
Grade Level:  
Step Number:

Department: **Parks and Recreation**  
Division  
Union:  
Committee: **Park Board**

### GENERAL PURPOSE

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, city-wide parks and recreation program.

### SUPERVISION RECEIVED

Reports to the City Administrator on basic operations and works under the broad policy guidance and direction of the park board.

### SUPERVISION EXERCISED

Exercises administrative direction of parks maintenance works, golf course maintenance workers, Recreation Superintendent, Recreation Specialist, Community Center Maintenance staff, office staff and other support staff, including part-time, contracted or seasonal personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluate assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Coordinates recreation staff in the development and implementation of community recreation programs.

Coordinates and schedules reservations for these of agency facilities.

Coordinates use of facilities between various groups and agencies.

Determines materials, equipment, and facility. Supervision or instruction needs for each event and coordinates with other staff members.

Responds to public inquires about special events made by telephone, email, correspondence, or during public meetings.

Coordinates with legal staff in negotiating and securing contracts, leases, agreements, releases, and other documents.

Maintains records and statistics for programs and personnel.

Communicates official plans, policies and procedures to staff and the general public.

Maintains a variety of records, including registrations, reservation, permission slips, purchasing, accidents and vandalisms, etc.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget request' assures effective and efficient use of budgeted funds, personal, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decisions making purposes.

Plans, coordinates and directs a diversified year round, city-wide parks and recreation program and municipal swimming pool, River Run Sparta Golf Course, various fields, parks and open spaces.

Coordinates the recreation program with the parks program, other city departments and outside organizations such as the school district and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.

Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students and other organizations.

Prepares and administers budget for all areas under the parks and recreation department; orders all new and replacement equipment.

Prepares a variety of reports and maintains necessary operating records.

Supervises the control of and is responsible for all materials and supplies used in the maintenance, construction and repair of city parks.

Enforces policies, regulations and safety and health standards.

Determines, calculates and secures the appropriate materials and supplies for specific projects.

Improves work methods to accomplish assigned work.

Projects needs for equipment, materials and supplies, prepares specifications, estimates and bids for machinery, equipment and contractor services.

Assures that tools and equipment are properly maintained and kept in proper working condition.

Assists in the construction of new parks facilities, including clearing, grading, drainage and foundation work.

Prepares cost estimates to plan and provide for improvements in the parks facilities; oversees construction projects and park improvements.

Maintains liaison with other departments as well as state, local and other public officials.

Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities for public use.

Supervises and manages the planning of new parks, playgrounds and all the amenities that would be necessary for the proper construction and maintenance of these facilities.

Performs a variety of miscellaneous duties such as answering phones, running errands, pick up supplies needed for activities, making arrangements for rental and use of Community Center and other facilities.

#### **PERIPHERAL DUTIES**

Assists staff in the performance of their duties as required

Servers as a member of various city committees, as assigned. Any other duties assigned by the City Administrator or the Park Commission.

#### **DESIRED MINIMUM QUALIFICATIONS**

- **Educations and Experience:**
  - (A) Graduation from a college or university with a bachelor's degree in recreation, education or physical education including course work in organization and administration
  - (B) Five years of progressively responsible experience in parks and recreation programs, or
  - (C) Any equivalent combination of education and experience.
- **Necessary Knowledge, Skills and Abilities**
  - (A) Thorough knowledge of the principles and practices of modern parks and recreation programs; Thorough knowledge of equipment and facilities required in a comprehensive parks and recreation program; Extensive knowledge of the principles and practices of maintenance, construction and use of public buildings and park facilities; Considerable knowledge of community recreation needs and resources; Working knowledge of the principles and practices of office management, work organization and supervision.
  - (B) Skill in operation of listed tools and equipment.
  - (C) Ability to plan, organize , coordinate and implement a comprehensive community park and recreation program; Ability to coordinate, analyze and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working a relationships with the Park Board, employees, supervisor, other agencies and the public.

#### **SPECIAL REQUIREMENTS**

Valid state driver's license or ability to obtain one and possession of herbicide applicators license

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software, email, registration software, cellular phone, and operate an automobile.

**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 is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, knee, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and /or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

**SELECTION GUIDELINES**

Formal applications, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_

Department Director

Approval: \_\_\_\_\_

City Administrator

Effective Date:

Revision History:

POSITION DESCRIPTION Received by Employee: \_\_\_\_\_ Date: \_\_\_\_\_

## Position Description

Title: **Recreation Superintendent**

Department: **Parks and Recreation**

Job Code Number:

Division:

Grade Level:

Union:

Step Number:

Committee: **Park Board**

### **General Purpose**

The City of Sparta, WI seeks exceptional candidates to assist the Parks and Recreation Director in developing, delivering, and implementing a variety of recreation programs for people of all ages and abilities; provides on-site supervision during recreation program operation; leads the daily operation of aquatic facilities and assists with the daily operation of other Park and Recreation Department facilities as assigned.

### **Supervision Received**

Reports to the Parks and Recreation Director and works under the broad policy guidance of the park board.

### **Supervision Exercised**

Directly supervises the Recreation Specialist in day to day operations. Trains, schedules, supervises all aquatic employees. Schedules and supervises adult league officials and umpires and all other part-time seasonal employees as needed.

### **Essential Duties and Responsibilities**

Primary responsibilities will include:

Adult sports, Aquatics, fitness classes, tournaments and Special events.

Evaluates recreation programs through participant and employee evaluations.

Trains, schedules, and provides work direction to PT seasonal staff and volunteers.

Serves as primary communicator between PT seasonal staff in the field, program participants, facility users and the Parks and Recreation Director.

Responsible for being on-site during programs and making on-site decisions as necessary.

Acts in the absence of temporary Recreation staff.

Greets public, handles concerns, answers questions, anticipates services needed and makes needed arrangements for services, communicates rules of conduct.

Follows and recommends policies, procedures, standards for programs, safety, and fiscal control.

Assists with inventory control, purchases supplies and monitors expenditures within assigned budget, recommends budget items, performs housekeeping, and program support.

Prepares and distributes promotional materials.

Maintains necessary records and submits required reports.

Responds to calls of an emergency nature after hours.

Supervision of Recreation Specialist and oversight of Youth Sports, Youth Programs, Special Events and Volunteers.

### **Desired Minimum Qualifications**

- **Education and Experience:**
  - A. Graduation from a college or university with a bachelor's degree in recreation, sports management, education or closely related field and five years of experience in a recreation setting or an equivalent combination of education and experience.
  - B. 5 years experience in recreation programming and supervision of staff.
- **Licenses and Certificates:**
  - A. Possession of a valid State of Wisconsin driver's license required.
  - B. Must possess or have the ability to obtain current Lifeguarding, CPR, and AED certifications, Life Guard Instructor (LGI), Water Safety Instructor (WSI), Aquatics Facility Operator (AFO), Certified Playground Safety Inspector (CPSI), Certified Parks and Recreation Professional (CPRP).
- **Knowledge, Skills, and Abilities Necessary to Perform Essential Functions:**
  - A. General knowledge of recreation programming and facility operations.
  - B. Awareness of skills, rules and procedures related to various recreation activities, athletic programs, instructional classes and special events,
  - C. Knowledge of CPR, first aid and general safety practices.
  - D. Knowledge of customer service principles and practices.
  - E. Proficiency with PC's and computer software applications.
  - F. Knowledge of the principles and practices of supervision.
  - G. Skill in leading and instructing participants of all ages in aquatics, recreation and sports programs,
  - H. Excellent interpersonal skills, excellent oral and written communication skills, problem solving and leadership skills. Skill in planning, supervising, and evaluating the work of subordinate staff.
  - I. Ability to plan, set up, and conduct aquatics and recreation programs.

- J. Ability to officiate and/or coordinate the officiating of sports leagues.
- K. Ability to take initiative and work with little direct supervision.
- L. Ability to work independently and in a team environment.
- M. Ability to establish and maintain effective working relationships; ability to plan and supervise the work of subordinates.

**Working Hours:** Full-time position with variable schedule depending on program season to include evenings and weekend hours.

**PHYSICAL REQUIREMENTS:**

1. Frequent twisting and bending.
2. Reach shoulder height and above to do overhead work.
3. Lift, push, and pull objects up to 40lbs. in weight.
4. Carry objects of varying weights and shape.
5. Standing and/or walking up to (8) hours daily.
6. Sitting at a desk for prolonged periods of time.
7. Percentages of time sitting, standing and walking may vary depending on the task performed and the time of year.

**Contact:** Send resume, cover letter and references to:

Sparta Parks and Recreation Department  
Sparta Barney Family Community Center  
1000 E. Montgomery St.  
Sparta, WI 54656  
Attn: Brad Gilbertson  
or e-mail information to [parkdir@spartawisconsin.org](mailto:parkdir@spartawisconsin.org)

# Positions Description

Title: **Recreation Specialist**

Department: **Parks and Recreation**

Job Code Number:

Division:

Grade Level:

Union:

Step Number:

Committee: **Park Board**

## **General Purpose**

The City of Sparta, WI seeks exceptional candidates to assist the Recreation Superintendent and Parks and Recreation Director in developing, delivering, and implementing a variety of recreation programs for people of all ages and abilities; provides on-site supervision during recreation program operation; leads the daily operation of aquatic facilities and assists with the daily operation of other Park and Recreation Department facilities as assigned.

## **Supervision Received**

Directly reports to the Recreation Superintendent along with the Director of Parks and Recreation on basic operations and works under the broad policy guidance and directions of the park board.

## **Supervision Exercised**

Trains, schedules, and provides work direction to PT seasonal staff and volunteers.

## **Essential Duties and Responsibilities**

Primary responsibilities will include:

Planning and implementing Youth Programs

Planning and implementing Special events.

Provide staffing needs for all programs which includes coaches, referees, volunteers etc.

Officiate and/or coordinate the officiating of sports leagues.

Evaluates recreation programs through participant and employee evaluations.

Serves as primary communicator between PT seasonal staff in the field, program participants, facility users and the Recreation Superintendent.

Responsible for being on-site during programs and making on-site decisions as necessary.

Volunteer coordinator & Volunteer appreciation

Acts in the absence of temporary Recreation staff.

Greets public; handles concerns; answers questions; anticipates services needed and makes needed arrangements for services; communicates rules of conduct.

Follows and recommends policies, procedures, standards for programs, safety, and fiscal control.

Assists with inventory control; purchases supplies and monitors expenditures within assigned budget, recommends budget items.

Performs housekeeping, and program support, prepares and disseminates promotional materials, maintains necessary records and submits required reports, responds to calls of an emergency nature after hours.

### **Desired Minimum Qualifications**

- **Education and Experience:**
  - A. Graduation from a college or university with a bachelor's degree in recreation, sports management, education or closely related field.
  - B. One year of experience in a recreation setting or an equivalent combination of education and experience.
- **Licenses and Certificates:**
  - A. Possession of a valid State of Wisconsin driver's license required.
  - B. Must possess or have the ability to obtain current Lifeguarding, CPR, First Aid and AED certifications, Aquatics Facility Operator (AFO), Certified Parks and Recreation Professional (CPRP).
- **Knowledge, Skills, and Abilities Necessary to Perform Essential Functions:**
  - A. General knowledge of recreation programming and facility operations.
  - B. Awareness of skills, rules and procedures related to various recreation activities, athletic programs, instructional classes and special events.
  - C. Knowledge of CPR, first aid and general safety practices.
  - D. Knowledge of customer service principles and practices; proficiency with PC's and computer software applications.
  - E. Knowledge of the principles and practices of supervision.
  - F. Skill in leading and instructing participants of all ages in recreation and sports programs.
  - G. Excellent interpersonal skills, excellent oral and written communication skills, problem solving and leadership skills.
  - H. Skill in planning, supervising, and evaluating the work of subordinate staff.
  - I. Ability to plan, set up, and conduct special events and recreation programs.
  - J. Ability to take initiative and work with little direct supervision.
  - K. Ability to work independently and in a team environment; ability to establish and maintain effective working relationships.

- L. Ability to plan and supervise the work of subordinates.

**Working Hours:** Full-time position with variable schedule depending on program season to include evenings and weekend hours.

**PHYSICAL REQUIREMENTS:**

1. Frequent twisting and bending.
2. Reach shoulder height and above to do overhead work.
3. Lift, push, and pull objects up to 40lbs. in weight.
4. Carry objects of varying weights and shape.
5. Standing and/or walking up to (8) hours daily.
6. Sitting at a desk for prolonged periods of time.
7. Percentages of time sitting, standing and walking may vary depending on the task performed and the time of year.

**Contact:** Send resume, cover letter and references to:

Sparta Parks and Recreation Department

Sparta Barney Family Community Center

1000 E. Montgomery St.

Sparta, WI 54656

Attn: Brad Gilbertson

or e-mail information to [parkdir@spartawisconsin.org](mailto:parkdir@spartawisconsin.org)

## Proposed Green Fees/Specials

Weekday 9	\$16.00	-\$10.00	w/cart	\$25.00	-\$14.00
Weekday 18	\$23.00	-\$15.00	w/cart	\$39.00	-\$18.00
Weekend 9	\$18.00	-\$9.00	w/cart	\$27.00	-\$13.00
Weekend 18	\$25.00	-\$15.00	w/cart	\$41.00	-\$18.00
Twu/Sen/Mil 9	\$13.00	-\$6.00	w/cart	\$22.00	-\$10.00
Twu/Sen/Mil 18	\$20.00	-\$10.00	w/cart	\$36.00	-\$13.00

### Non Member Cart Fee

9 Hole Cart	\$9.00	-\$4.00
18 Hole Cart	\$16.00	-\$3.00

### Member Cart Fee

9 Hole Cart	\$8.00
18 Hole Cart	\$15.00

Cart Fees For Members That Do Not have Personal Cart

### Rental Clubs

9 Holes	\$8.00	-\$4.00
18 Holes	\$15.00	-\$9.00

\*Price difference between now and proposed fees

### Spring/Fall Rates

9 holes	\$12.00
9 holes w/cart	\$19.00
18 holes	\$20.00
18 w/cart	\$30.00