

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: Will Remain Open Until Filled

Job Title: Leisure Services Director (Position No. 2501)
Salary: Salary is based on qualifications and experience

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in Parks and Recreation Administration, Public Administration, Leisure Services, Sports Management, Business Administration, or a related field and four (4) years of progressively responsible experience in parks, recreation, leisure services, or a related field, including five (5) years of supervisory experience. Master's degree and/or Certified Park and Recreation Executive (CPRE) certification preferred. Must possess and maintain a valid Georgia driver's license.

Experience with building, analyzing and interpreting data using Excel and/or Power BI or comparable data management tools develop, track and report key performance metrics that support business objective, operational efficiency and data-driven decision-making.

GENERAL STATEMENT OF JOB: Under limited supervision, plans, directs, organizes, promotes, and administers comprehensive leisure services programs and facilities for the community, including recreation programming, youth and adult athletics, senior services, nutrition services, community center operations, camps, special events, and related community initiatives.

Provides executive leadership for the Leisure Services Department through strategic planning, policy development, operational oversight, budget administration, personnel management, capital improvement planning, community engagement, and performance management. Oversees the delivery of programs and services designed to enhance the health, wellness, recreation, social engagement, and quality of life of county residents.

Leads the collection, analysis, and utilization of operational, financial, demographic, participation, and community feedback data to support evidence-based decision-making, strategic planning, resource allocation, and continuous service improvement. Conducts assessments of community needs and program effectiveness to ensure departmental services remain responsive to evolving community priorities.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of sports, recreation and maintenance machines and equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Directs the overall administration, planning, coordination, implementation, and evaluation of all Leisure Services Department programs, services, operations, and facilities.

Oversees administration and operations of sports, recreation programs, senior services, nutrition services, community centers, aquatic facility management, museum and event center, media relations, special events, and related initiatives.

Develops and maintains departmental policies, procedures, operational guidelines, and service standards.

Leads strategic planning initiatives and establishes departmental goals, objectives, and performance measures.

Collects, prepares, analyzes, interprets, and reports operational, financial, programmatic, demographic, and community

data to support informed decision-making. Usage of data management software such as Excel, Power BI or other comparable software.

Evaluates participation trends, facility utilization, customer satisfaction data, and community needs assessments to guide program development and resource allocation.

Develops and monitors key performance indicators (KPIs) to measure program effectiveness, operational efficiency, customer satisfaction, and community impact.

Prepares and presents reports, dashboards, analyses, and recommendations to the County Manager, Board of Commissioners, and advisory commission.

Conducts market analyses, feasibility studies, benchmarking initiatives, and long-range planning efforts.

Prepares, administers, and monitors annual operating and capital budgets.

Oversees personnel management activities including hiring, training, evaluation, disciplinary actions, employee development, and workforce planning.

Coordinates activities of the Parks and Recreation Advisory Commission and attends Board of Commissioners meetings as required.

Oversees management of marketing, public information, social media, publications, and community outreach activities.

Oversees facility usage agreements, contracts, purchasing activities, and procurement processes.

Supervises risk management and safety procedures for programs, facilities, and special events.

Maintains the Parks and Recreation Master Plan and assists with planning and development of parks, facilities, trails, and capital improvement projects.

Pursues grant opportunities and oversees grant administration, compliance, and reporting.

Oversees departmental technology systems, recreation software, registration platforms, reporting tools, and information management systems.

Promotes continuous improvement, innovation, accountability, and data-informed decision-making throughout the department.

Initiates and participates in planning facility and program development for long-range growth.

Performs other related duties as required.

July 2026
ad2501b