



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

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Job Title: Recreation Director (Part-Time)

Department: Parks and Community Services

Reports To: Mayor and Common Council

FLSA Status: Part-Time, Non-Exempt

Location: City of Mayville / TAG Center / City Parks

Position Summary

The Recreation Director is responsible for planning, coordinating, and delivering recreational programs and community activities for the City of Mayville. This part-time position works collaboratively with the TAG Center Director, aquatics staff, and the Parks Department to ensure a cohesive and high-quality recreational experience for residents of all ages. The Recreation Director develops programs, oversees seasonal staff and instructors, manages scheduling, and facilitates communication between departments to support community-wide recreation initiatives.

Key Responsibilities

Program Development & Administration

- Plan, develop, schedule, and evaluate recreational programs, leagues, camps, special events, and community activities.
- Coordinate program use of TAG Center spaces, parks facilities, sports fields, and indoor areas.
- Develop seasonal activity guides, registration materials, and promotional content in collaboration with City staff.
- Ensure recreation offerings are inclusive, accessible, and aligned with community needs.

Collaboration With TAG Center & Parks Department

- Work closely with the TAG Center Director to coordinate space usage, program scheduling, and shared staffing needs.
- Communicate regularly with the Parks Department regarding field maintenance, facility readiness, and equipment needs for outdoor recreation programs.
- Assist in developing joint programs that integrate fitness, aquatics, and outdoor recreation opportunities.

Staffing & Supervision

- Recruit, schedule, and oversee seasonal instructors, program leaders, and recreation support staff.
- Provide training and guidance to ensure programs are safe, well-prepared, and effectively delivered.
- Maintain records of staffing hours and oversee timesheet accuracy.

Community Engagement

- Serve as a point of contact for recreation participants, parents, volunteers, and community groups.



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- Develop partnerships with local schools, sports organizations, civic groups, and regional programs to enhance recreational offerings.
- Respond to public inquiries and program-related concerns in a timely, professional manner.

Administrative & Financial Responsibilities

- Assist in preparing and managing the recreation program budget.
- Track program participation, revenues, and expenses; provide periodic reports to City leadership.
- Identify potential grants, sponsorships, and fundraising opportunities to support recreation initiatives.
- Maintain program records, registrations, waivers, and incident reports in accordance with City policies.

Safety & Compliance

- Ensure all programs and facilities used for recreation follow applicable safety, health, and risk-management standards.
- Develop and communicate emergency procedures, equipment guidelines, and safety protocols for recreation activities.

Qualifications

Education & Experience

- Post-high school education in Recreation Management, Sports Administration, Physical Education, Public Administration, or a related field preferred.
- Minimum 1–3 years of experience in recreation programming, youth activities, community programs, or related fields.
- Experience working in municipal or community recreation settings is beneficial.

Skills & Abilities

- Strong organizational, communication, and interpersonal skills.
- Ability to coordinate multiple programs and schedules simultaneously.
- Experience working with diverse age groups and community populations.
- Proficiency in Microsoft Office and familiarity with recreation or registration software.
- Ability to work collaboratively with multiple City departments.

Working Conditions

- Duties performed in office settings, TAG Center facilities, and outdoor recreation locations.
 - May require evening or weekend hours depending on programs and events.
 - Must be able to lift up to 25 pounds and navigate various indoor and outdoor environments.
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Hours & Compensation

- This is a part-time position; weekly hours will vary based on programming needs, typically 10–20 hours per week.
- Occasional evening, weekend, or event-based work is required.
- Compensation is commensurate with experience and established City pay schedules.