

Bainbridge Decatur County Recreation Authority (BDCRA)

EXECUTIVE DIRECTOR

Description Summary

- Serves as the Executive Director of the Bainbridge Decatur County Recreation Authority under the direction of the Board of Directors.
- Acts as the chief executive and administrative leader of the Authority.
- Oversees development, implementation, and evaluation of all parks, facilities, athletic, and community programs.
- Provides leadership in strategic planning, budgeting, personnel management, and community engagement.
- Ensures BDCRA programs operate safely, efficiently, and in alignment with the Authority's mission and adopted policies.

Minimum Qualifications

- Bachelor's degree in Recreation, Sports Management, Public Administration, Business Administration, or related field.
- Five (5) years of progressively responsible parks and recreation management experience.
- Demonstrated experience supervising staff and managing departmental budgets.
- Experience in public-sector or local government operations preferred.

Knowledge Requirements

- Modern principles of park planning and recreation program development.
- Federal, State of Georgia, and local laws impacting recreation operations.
- Budget development, financial reporting, and internal controls.
- Risk management and safety standards for athletic facilities and events.
- Human resource supervision, training, and performance management.

Core Abilities

- Lead and supervise full-time, part-time, and volunteer personnel.
- Develop and implement strategic and long-range recreation plans.

- Analyze program effectiveness and implement operational improvements.
- Build partnerships with schools, civic groups, and community organizations.
- Communicate effectively both orally and in writing.
- Manage multiple projects while meeting deadlines and budget constraints.

Program Oversight Responsibilities

- Administer youth and adult athletic programs including: Baseball, Softball, Soccer, Basketball, Football, Wrestling, Tennis, Pickleball, and Track & Field.
- Evaluate program participation, cost recovery, and community impact.
- Recruit, train, and supervise coaches, officials, and volunteers.
- Coordinate scheduling of practices, games, tournaments, and special events.

Operational Management

- Prepare and present monthly operational and financial reports to the Board of Directors.
- Attend Board meetings and provide professional recommendations.
- Oversee customer service operations and public relations efforts.
- Develop and implement departmental policies and procedures for Board approval.

Facilities Management

- Oversee maintenance and scheduling of all BDCRA parks and facilities.
- Ensure facilities are clean, safe, and compliant with applicable standards.
- Coordinate capital improvement planning and facility upgrades.
- Manage facility rentals, contracts, and usage agreements.

Financial Management

- Develop annual operating and capital budgets in coordination with the Board of Directors.
- Monitor expenditures to ensure compliance with the approved budget.
- Oversee revenue collection, inventory control, and financial reporting systems.
- Prepare detailed financial reports on program costs, participation, and operational performance.
- Identify grant opportunities and additional funding sources.

Licenses & Certifications

- Valid Georgia Driver's License.
- Current CPR and First Aid Certification.

- Certified Parks and Recreation Professional (CPRP) certification REQUIRED.

Physical Demands

- Ability to stand, walk, sit, and speak for extended periods.
- Occasional lifting up to 40 pounds.
- Ability to work evenings, weekends, and outdoor events as required.

Work Environment

- Combination of office and outdoor work settings.
- Exposure to varying weather conditions during athletic seasons.
- Moderate to high noise levels during games and special events.