The Terry & Hazeldeane Carpenter Intergenerational Center, an educational and recreational facility, located at 116 Terry Blvd in Gering, Ne, is seeking an innovative, community minded, self- motivated person for the Director position. The facility includes sports fields, full sized gym, fitness room, day care, commercial kitchen, and meeting rooms. Programs include: Jr. tackle football, softball, tumbling, senior meals and activities, and camps.

Requires a degree in recreation/education or experience in the related fields.

Salary commensurate with degree and/or experience. A full benefit package included.

For a full description of requirements, duties and benefits, go online to www.scottsbluffhousing.com. A printable application is available online or at the Housing Partners of Western Nebraska office: 89A Woodley Park Road; Gering, Ne.

Applications and attached resumes will be accepted through 12:00 Noon on July 15, 2014 at the Housing Partners Office. For general information contact Nancy or Shirley @ 632-0473.

Equal Employment Opportunity

Equal Housing Opportunity
**SALARY:** $36,000 – 50,000 Annually

**OPENING DATE:** 07/3/14

**CLOSING DATE:** 07/15/14 12:00 PM

**DESCRIPTION:**
Performs difficult, professional and administrative work planning, organizing and directing the recreational and educational programs, activities, facilities and fields for the Carpenter Center.

**EXAMPLES OF DUTIES:**
- Plans, organizes and manages the facility staff (work assignments, team building, goals, performance evaluations and recommendations for personnel action such as hiring or promotions);
- Develops the vision, mission and purpose with goals and objectives for the facility.
- Responsible for the development and the implementation of recreational programs;
- Responsible for developing, executing and documenting grants;
- Prepares and justifies Departmental budget and controls expenditures including supervision of departmental capital projects;
- Oversees recreational leagues and the use of fields and facilities;
- Directs public relations to promote interest in educational and recreational facilities, events and programs;
- Develops short and long range plans for the Department;
- Responsible for the oversight of operations and maintenance;
- Recommends the development, acquisition, implementation, improvement and maintenance of the fields and playground areas and of appropriate structures and facilities so as to best serve the citizens and community, in cooperation with the board.
- Prepares various reports for management and to comply with regulatory requirements;
- Represents the Carpenter Center in various events, meetings and professional inquiries, including working with business and community partnerships (both public and private);
- Develops and updates Departmental policies and procedures, including Bylaws, the Athletic Policies and the Comprehensive Plan.

**TYPICAL QUALIFICATIONS:**
Minimum Education and Experience:

- Bachelor’s degree in Recreation Administration or related field and/or at least 4 years progressively responsible professional recreation experience including serving in a supervisory capacity; or any equivalent combination
of experience and training which provides the required knowledge, skills, and abilities.

Licenses and/or Certifications:

- Valid Driver’s License required.
- Degree or Certificates in recreation/education

Knowledge, Skills & Abilities:

- Comprehensive knowledge of the principles and the administrative practices associated with recreation and athletics services;
- General knowledge of facility operation and maintenance;
- Knowledge of all phases of planning and recreation administration;
- Considerable knowledge of budgeting, grant administration and fiscal management;
- Knowledge of local, state and federal planning agencies and funding programs;
- Strong leadership, oral and written communications skills, to include public relations skills;
- Quantitative, analytical and computer skills;
- Demonstrated ability to plan, supervise and coordinate the work of subordinates;
- Ability to deal with multiple projects/issues at the same time;
- Demonstrated ability to plan, organize, and direct comprehensive programs in parks and recreation;
- Ability to communicate both verbally and in writing to include presenting information in a formal setting and/or group setting;
- Ability to effectively establish and maintain relations with department heads, public and private groups, community officials and staff, as well as to build consensus regarding recreation programs.

SUPPLEMENTAL INFORMATION:
Work Environment:

- Work is primarily performed in an indoor, climate-controlled, pleasant environment but is exposed to temperamental changes (outdoor sports fields) or extreme noise, odors, heights and/or dust. Work beyond normal work schedule will be required.

Essential Physical Activities:

- Stooping, walking, hearing, seeing up close, seeing far away, talking, standing, finger movement.