



Forest City
CITY OF FOREST CITY

305 N. Clark Street, P.O. Box 346, Forest City, IA 50436
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www.forestcityia.com

JOB POSTING FOR RECREATION SUPERINTENDENT

3.8 Promotion and Transfers - The City/Board shall determine whether to fill any vacancy by restricted recruitment of only employees or open recruitment of both employees and non-employees. The City will post any vacant positions internally and externally. Internal applicants shall apply within seven (7) calendar days. If an internal candidate applies and the applicant is qualified and in good standing as determined by the City, the internal applicant shall be awarded the job if the applicant's qualifications are equal to or greater than all other applicants.

- **Closing Date for Internal Posting: SUNDAY, DECEMBER 7TH, 2025**
- **Application and complete Job Description are attached.**

POSITION GENERAL SUMMARY: Directs the operation of the Recreation department to provide quality facilities, programs, activities and staff, to meet community needs and Parks and Recreation Board goals and objectives while adhering to budgets and policies.

Essential Job Duties

- Manages the operation and maintenance of all recreation facilities including but not limited to the Sue Edmondson Civic Auditorium, Aquatic Center, ball fields and concession stand.
- Plans, develops, promotes and evaluates recreation programs, activities and events. Deeply involved in on-site evaluation of recreation programs.
- Creates long-term vision and stays up to date on new ideas and best practices to ensure organizational advancement.
- Develops and manages annual budget and monthly recreational operating report. Prepare and submit payroll information to City Hall, along with other deposits.
- Supervise, train and evaluate performance of all subordinate staff. Identify and address training needs for all staff and volunteer coaches.
- Collaborate with community organizations, schools, businesses and other stakeholders to promote programs and activities.
- Other duties assigned.

Entry Requirements:

- Bachelor's degree in Recreation management, physical education or related field
- 8+ years of experience in Parks and Recreation management, Certified Park and Recreation Professional (CPRP) certification preferred, Certified Pool Operator, Water Safety instructor

Cover letter, resume and application are to be dropped off to City Hall or emailed to: Betty at clerk@forestcityia.com.