



"The City of Harrison is an Equal Opportunity Employer and Provider"

DDA & Recreation Director (Part-Time) Job Description

Reports To: City Manager

Employment Status: Part-time (24-30 hours per week)

General Summary The DDA and Recreation Director is a key position in the City of Harrison, responsible for planning, coordinating, and executing a broad range of recreational activities, special events, and community programs. This role emphasizes community engagement and quality recreational experiences, facilitating partnerships, and enhancing community participation. The successful candidate will be instrumental in contributing to the city's vibrancy and attractiveness to both residents and visitors.

Essential Job Functions

1. Event Planning and Coordination:
 - Plan, organize, and execute significant city events, including but not limited to the Annual Harrison Street Fair, Friday Night Delight Events, Spring Beautification, and Recycling Day.
 - Collaborate with our anchor tenant at the city-owned community event center to organize various events.
 - Expand event offerings at our City Park and Town Square.
 - Collaborate with internal departments, community partners, and vendors for smooth event execution.
2. Recreational Program Coordination:
 - Develop, implement, and manage diverse recreational programs.
 - Coordinate logistics such as volunteers, facility availability, and resource management.
 - Respond to community recreational needs, interests, and opportunities for program expansion.
3. Community Engagement and Outreach:
 - Act as the liaison for various boards and committees, including but not limited to the Harrison Area Chamber of Commerce, Downtown Development Authority (DDA), and the Parks and Recreation Committee.
 - Attend monthly City Council meetings and serve as the city spokesperson for all event-related activities.
 - Build and maintain positive relationships with community organizations, businesses, and residents, promoting active participation in city events and programs.

4. Facility Operations and Management:
 - Oversee the operation and maintenance of city recreational facilities, ensuring safety, cleanliness, and optimal usage.
 - Coordinate facility bookings and permits, working closely with city staff for efficient scheduling.
 - Plan and execute community-based initiatives such as park clean-ups and the Spring Beautification flower-planting event.
5. Marketing and Promotion:
 - Develop and execute marketing strategies to promote city events and programs via various channels, including social media, newsletters, and community events.
 - Create and distribute promotional materials to raise awareness and encourage participation in events.
6. Leadership and Development:
 - Provide supervision, training, and professional development opportunities for recreation and events volunteers, promoting a positive, team-oriented work environment.
7. Budget Management and Resource Allocation:
 - Assist in the development and monitoring of the department's budget, ensuring efficient use of resources.
 - Seek and establish revenue-generating opportunities and implement cost-saving measures.
8. Compliance and Safety:
 - Ensure adherence to all relevant laws, regulations, safety protocols, and risk management practices in all event and facility operations.
9. Fundraising:
 - Plan, organize, and execute fundraising events to support city programs and events.
 - Cultivate and maintain relationships with donors, sponsors, and potential partners, promoting the City's mission and programs.
 - Work closely with the City Manager and other stakeholders to identify, pursue and secure funding opportunities.
10. Strategic Planning and Development:
 - Contribute to the strategic planning process and develop long-term plans for the city's recreational programs and events, aligned with the community's needs and the city's mission.
 - Work collaboratively with the city's leadership, stakeholders, and community members to identify and implement opportunities for development and improvements.
 - Assess program and event effectiveness, using feedback and performance data to continually enhance the city's offerings.
11. Grant Writing and Administration:
 - Identify and pursue grant opportunities relevant to the city's programs and initiatives.

- Write compelling grant proposals and administer secured grants, ensuring all grant requirements are met.

12. Partnership Development:

- Identify and establish strategic partnerships with local businesses, non-profit organizations, and other potential allies to enhance city programs and events.
- Negotiate partnerships and sponsorship agreements, ensuring mutual benefits and sustainability.

13. Accessibility and Inclusion:

- Ensure that all events, facilities, and programs are accessible and inclusive, meeting the needs of a diverse community.
- Develop initiatives to increase the participation of underrepresented groups in city events and programs.

14. Sustainability and Environmental Responsibility:

- Develop and implement sustainable practices in event planning, facility management, and recreational programs.
- Engage the community in environmental stewardship initiatives, such as recycling programs, tree planting activities, and clean-up drives.

15. Policy Development and Implementation:

- Assist in developing policies and procedures related to events, recreational programs, and facility management.
- Ensure consistent implementation of policies, resolving any issues promptly and fairly.

16. Office Assistance and General Duties:

- Assist with a variety of tasks around the office, such as accepting utility payments or tax bills.
- Assist with cleaning duties and maintenance at City Hall, ensuring a tidy and presentable environment for visitors and staff.
- Provide support in other administrative or operational duties as needed.

Required Knowledge, Skills, Abilities and Minimum Qualifications

- High school diploma or equivalent required; an associate degree or relevant coursework in Event Management, Community Engagement, or related field would be a plus.
- Solid experience in coordinating community events, recreational programs, and facility operations, or relevant experience.
- Demonstrated ability in fundraising, with a successful track record of revenue generation and partnership development.
- Strong interpersonal and community engagement skills with a passion for building relationships and fostering community spirit.
- Excellent organizational skills, with the ability to manage multiple projects and tasks simultaneously.

- Knowledge and skills in budget management, resource allocation, and financial sustainability strategies.
- Proficiency in computer applications, including Microsoft Office suite, basic recreational management software, and social media platforms.
- Excellent communication skills, both verbal and written, with the ability to engage effectively with diverse populations and act as the city spokesperson for all event-related activities.
- Valid driver's license and ability to travel within the community, as required.
- Must be able to pass a pre-employment drug screen.

Benefits Offered by the City of Harrison for Part-Time Employees

- Retirement Savings Plan: Access to a 457 account, a type of retirement savings plan similar to an Individual Retirement Account (IRA).
- Technology Support: City-provided laptop for work-related tasks, ensuring convenience and productivity.
- Flexibility in Work Hours: Enjoy a flexible schedule that accommodates personal commitments and promotes work-life balance.
- Communication Convenience: Receive a company-provided cell phone to stay connected and facilitate efficient communication.
- Pay beginning at \$16 per hour, with considerations for experience.

Application Process

To apply for the position, submit your resume and letter of interest to the Harrison City Manager at manager@CityofHarrison-MI.Gov or drop it off in person at Harrison City Hall, 2105 Sullivan Dr., Harrison MI 48625. Applications will be accepted until the position is filled.

The City of Harrison is an equal opportunity employer, committed to building a diverse and inclusive workforce. We provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by law. We encourage candidates of all backgrounds to apply. If accommodations are needed during the application or interview process, please notify the City Manager at the time of your application. Additionally, please note that the City of Harrison is an at-will employer.