



Cambridge Community Activities Program
PO Box 54 • Cambridge, WI 53523
Ph: (608) 423-8108 Fax: (608) 423-9869

Executive Director

GENERAL DESCRIPTION:

The Executive Director is an outgoing professional with a vision for the future. The Executive Director is responsible for all aspects of the administration and leadership of the organization. The Executive Director provides the leadership necessary for the organization to maintain the high level of services and facilities CAP has established while meeting the ongoing needs of the evolving community without sacrificing customer service.

Reports to the Board of Directors and the Board of Education. Office is located at the Cambridge High School; however, duties will include travel to other district facilities, Ripley Park, and throughout the community.

DUTIES/RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Leads the robust organization which includes: Cambridge Area Community Pool, Ripley Park, CAP CARE, the Youth Center, the Cambridge Area Food Pantry & Resource Center, Cambridge Community Fitness Center, special events, youth and adult athletics, and other recreation programs.
- Works effectively with the Board of Directors.
- Provides strategic planning for the organization.
- Ongoing evaluation of the program's effectiveness and where opportunities exist for improvement and devotes time accordingly.
- Develops and administers an \$800,000 budget.
- Recruits and hires staff. Responsible for the direct supervision of 5 full-time staff, 1 part-time staff, and the indirect supervision of more than 75 part-time or seasonal employees. Supervises, coordinates, trains, evaluates recreation staff in the development and implementation of community recreation programs; supervises instructors and volunteers as needed. Understand the difference between management and leadership and is skilled in both areas.
- Establishes and enforces policies and procedures.

- Anticipates changing conditions and leads the organization in evolving and adapting to community needs.
- Works collaboratively and maintains positive relationships with school officials, community leaders and organizations, and the general public.
- Responsive to public concerns.
- Effectively directs and manages a wide range of programs, projects, and tasks simultaneously while at the same time not losing sight of important issues and organizational goals.
- Oversees the development of program brochure.
- Maintains and compiles records for the organization.
- Manages district facilities calendar and coordinates community use of district facilities.
- Attends district administration meetings.
- Coordination of special events including: Try Cambridge Tri, Touch-a-Truck, Breakfast with Santa, and Adopt-a-Child.
- Assists in the implementation of the Lake Ripley Ride.
- Oversight of program interns.
- Maintain program website and social media presence.
- Utilizes Class Registration for program registration.
- Chair Cambridge Wellness Collaborative and attend monthly Fort Health Care meetings.
- Works with accounting firm to prepare and file the organizations' tax documents.
- Attends scheduled team & Board of Director meetings.
- Acts as a spokesperson on behalf of the organization.
- Prepares and delivers CAP Annual Report to the Board of Education and community.
- Performs all other duties as required.

Qualifications

- Bachelor's degree in Parks and Recreation Administration, Leisure Services or a related field. Minimum of 5 years' experience in parks and recreation planning and supervisory experience, or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for the position. Master's degree desired.
- Certified Park and Recreation Professional.
- Knowledge of non-profit rules and regulations preferred.
- Experience leading people with a strong team orientation.
- American Red Cross certification in CPR and First Aid is desired.
- The following knowledge, experience and skills desired :
 - Time management & organization.
 - Skills and ability to promote, implement, and supervise recreation programs.
 - Knowledge and experience in park, pool, and facility operations.
 - Customer service skills

- Considerable knowledge of computer applications, including but not limited to Windows, MS Word, MS Excel, and Publishing/design software.
- Knowledge of social media and website maintenance.
- Experience in establishing and maintaining cooperative relationships with coworkers, subordinates, program participants, and the public.
- Comfortable working independently and working within a team atmosphere.
- Experience in communicating both verbally and in writing in order to promote recreation programs to the community.

WORK CONDITIONS & PHYSICAL REQUIREMENT:

- Must be able to travel throughout the community.
- Employee is regularly exposed to outside weather conditions during all seasons of the year.
- Ability to obtain a valid driver's license from the State of Wisconsin.

Hours and Dates: Position is a salaried position and is expected to work 40 -45 hours per week. Salary range \$52,000-\$62,000 with competitive benefits.