

Parks and Recreation Department

1. Director of Parks and Recreation

- **Job Description:**
 - Oversee all activities related to parks and recreational facilities.
 - Develop and implement policies and programs to enhance parks and recreation services.
 - Manage the department's budget and resources.
 - Ensure compliance with safety and operational standards.
 - Collaborate with other departments, government agencies, and community organizations on parks and recreation initiatives.
 - Represent the department in public forums and meetings.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement strategic goals and objectives for parks and recreation services.
 - Monitor and evaluate the effectiveness of parks and recreation programs and policies.
 - Manage the department's budget, including forecasting and resource allocation.
 - Ensure all operations comply with local, state, and federal regulations.
 - Build and maintain relationships with key stakeholders, including government officials, community leaders, and recreation organizations.
 - Lead, motivate, and develop a team of parks and recreation professionals.
 - Prepare and present reports on departmental performance and parks and recreation issues to senior management and elected officials.
 - Innovate and implement new technologies and practices to improve parks and recreation services.
 - **Requirements:**
 - **Education:** Master's degree in Parks and Recreation Management, Public Administration, or a related field.
 - **Experience:** 10+ years in parks and recreation management, with at least 5 years in a senior leadership role.
 - **Skills:**
 - **Leadership:** Proven ability to lead and manage large teams and complex projects.
 - **Strategic Planning:** Experience in developing and executing long-term strategic plans.
 - **Budget Management:** Strong financial acumen and experience managing large budgets.
 - **Communication:** Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
 - **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to think strategically and implement innovative solutions.
 - **Stakeholder Management:** Ability to build and maintain strong relationships with a wide range of stakeholders.

- **Certifications:** Relevant certifications in parks and recreation management are preferred.
- **Benefits:**
 - Salary: QAR 35,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (30 days per year)
 - Professional development opportunities

2. Assistant Director of Parks and Recreation

- **Job Description:**
 - Assist the Director in managing department operations and executing parks and recreation programs.
 - Develop and implement policies and procedures to improve parks and recreation services.
 - Oversee staff performance and ensure compliance with safety and operational standards.
 - Manage departmental projects and initiatives, ensuring they are completed on time and within budget.
- **Job Specifications:**
 - **Responsibilities:**
 - Assist in the development and implementation of strategic parks and recreation goals and objectives.
 - Support the Director in budget management and financial reporting.
 - Coordinate activities among various units within the department to ensure seamless service delivery.
 - Supervise, mentor, and develop junior staff.
 - Ensure departmental operations comply with safety and operational standards.
 - Handle public inquiries and complaints related to parks and recreation services.
 - Manage departmental projects, including planning, execution, monitoring, and reporting.
 - Identify opportunities for process improvement and implement best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field.
 - **Experience:** 8+ years in parks and recreation management, with at least 3 years in a management role.
 - **Skills:**
 - **Leadership:** Strong leadership and team management skills.
 - **Policy Development:** Experience in developing and implementing parks and recreation policies and procedures.
 - **Staff Management:** Proven ability to manage and develop staff.
 - **Communication:** Excellent verbal and written communication skills.

- **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Project Management:** Experience managing projects from inception to completion.
 - **Certifications:** Relevant certifications in parks and recreation management are a plus.
- **Benefits:**
 - Salary: QAR 30,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (25 days per year)
 - Training and development programs

3. Parks Manager

- **Job Description:**
 - Manage the daily operations of the Parks Department.
 - Ensure the maintenance and safety of parks and recreational facilities.
 - Implement departmental policies and procedures to enhance park services.
- **Job Specifications:**
 - **Responsibilities:**
 - Oversee the execution of park maintenance and improvement programs.
 - Monitor staff performance and provide training and development opportunities.
 - Develop and manage departmental budgets.
 - Liaise with other departments and external partners on park-related issues.
 - Address public complaints and inquiries related to parks.
 - Prepare and present reports on park performance and maintenance.
 - Identify areas for improvement and implement changes to enhance park services.
 - Ensure compliance with health and safety regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field.
 - **Experience:** 5+ years in parks management or a related field.
 - **Skills:**
 - **Operations Management:** Strong ability to manage daily operations.
 - **Coordination:** Excellent coordination and organizational skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Communication:** Effective verbal and written communication skills.
 - **Budget Management:** Experience in managing budgets.
 - **Certifications:** Parks and recreation management certifications are beneficial.
 - **Benefits:**
 - Salary: QAR 25,000 per month

- Comprehensive health insurance
- Retirement plans
- Paid time off (20 days per year)
- Professional development opportunities

4. Recreation Coordinator

- **Job Description:**
 - Coordinate recreational programs and activities.
 - Develop and implement recreational policies and procedures.
 - Ensure the safety and enjoyment of participants in recreational activities.
- **Job Specifications:**
 - **Responsibilities:**
 - Plan and organize recreational programs and activities.
 - Ensure compliance with safety regulations and operational standards.
 - Promote recreational programs and activities to the community.
 - Maintain accurate records and documentation of recreational programs.
 - Prepare reports on recreational activities and participation.
 - Collaborate with other departments and external partners on recreational programs.
 - Provide training and support to recreational staff.
 - Address public inquiries and complaints related to recreational programs.
 - **Requirements:**
 - **Education:** Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field.
 - **Experience:** 3+ years in recreation coordination or a related field.
 - **Skills:**
 - **Coordination:** Strong coordination and organizational skills.
 - **Communication:** Excellent verbal and written communication skills.
 - **Administrative Skills:** Proficiency in office administration and record-keeping.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Recreation management certifications are a plus.
 - **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

5. Park Maintenance Supervisor

- **Job Description:**
 - Supervise park maintenance activities and ensure compliance with safety regulations.

- Develop and implement maintenance programs for parks and recreational facilities.
- Manage maintenance staff and resources.
- **Job Specifications:**
 - **Responsibilities:**
 - Supervise park maintenance activities and ensure compliance with local, state, and federal regulations.
 - Develop and implement maintenance programs for parks and recreational facilities.
 - Manage maintenance staff and resources.
 - Monitor and evaluate the effectiveness of maintenance programs.
 - Prepare reports on maintenance activities and performance.
 - Provide training and support to maintenance staff.
 - Collaborate with other departments and external partners on maintenance projects.
 - Conduct public awareness campaigns on park maintenance.
 - **Requirements:**
 - **Education:** Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field.
 - **Experience:** 3+ years in park maintenance or a related field.
 - **Skills:**
 - **Supervision:** Strong leadership and supervisory skills.
 - **Technical Skills:** Knowledge of maintenance processes and technologies.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Maintenance certifications are a plus.
 - **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

6. Recreation Program Specialist

- **Job Description:**
 - Develop and implement recreational programs and activities.
 - Ensure the safety and enjoyment of participants in recreational activities.
 - Evaluate and improve recreational programs.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement recreational programs and activities.
 - Ensure compliance with safety regulations and operational standards.
 - Promote recreational programs and activities to the community.
 - Evaluate the effectiveness of recreational programs and make improvements.

- Maintain accurate records and documentation of recreational programs.
- Prepare reports on recreational activities and participation.
- Collaborate with other departments and external partners on recreational programs.
- Provide training and support to recreational staff.
- **Requirements:**
 - **Education:** Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field.
 - **Experience:** 3+ years in recreation program development or a related field.
 - **Skills:**
 - **Program Development:** Strong skills in developing and implementing recreational programs.
 - **Communication:** Excellent verbal and written communication skills.
 - **Analytical Skills:** Ability to evaluate and improve recreational programs.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Attention to Detail:** Meticulous in maintaining records and documentation.
 - **Certifications:** Recreation program certifications are a plus.
- **Benefits:**
 - Salary: QAR 16,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (14 days per year)
 - Training opportunities

7. Groundskeeper

- **Job Description:**
 - Maintain parks and recreational facilities.
 - Ensure the cleanliness and safety of park areas.
 - Perform routine maintenance tasks.
- **Job Specifications:**
 - **Responsibilities:**
 - Maintain parks and recreational facilities, including mowing, trimming, and cleaning.
 - Ensure the cleanliness and safety of park areas.
 - Perform routine maintenance tasks, including repairing playground equipment and picnic areas.
 - Monitor and report on the condition of park facilities.
 - Assist in the implementation of maintenance programs for parks and recreational facilities.
 - Provide support to maintenance staff.
 - Participate in training programs on park maintenance.

- Respond to public inquiries and complaints related to park maintenance.
- **Requirements:**
 - **Education:** High school diploma or equivalent.
 - **Experience:** 2+ years in park maintenance or a related field.
 - **Skills:**
 - **Technical Proficiency:** Ability to operate and maintain park maintenance equipment.
 - **Safety Awareness:** Knowledge of safety regulations and practices.
 - **Attention to Detail:** Meticulous in maintaining records and documentation.
 - **Communication:** Effective verbal and written communication skills.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Maintenance certifications are a plus.
- **Benefits:**
 - Salary: QAR 10,000 per month
 - Comprehensive health insurance
 - Paid time off (10 days per year)
 - Professional development opportunities