

Recreation Program Manager

Summary

Telework eligibility is determined by county policy and the approval of the hiring department.

XXXX is seeing a dynamic Recreation Program Manager to perform community recreation work for the County. Program Manager will organize and lead recreational activities and assist with other aspects of recreational programs. This position will manage daily operations at assigned recreation facility.

Essential Job Functions

- Plans, organizes, implements, supervises, and evaluates assigned recreational activities, and games.
- Manages daily operations at assigned recreation facility.
- Serves as customer service liaison; mediates conflict and enforces organizational policies and procedures.
- Marketing and promotion of various recreation programs and activities.
- Establishes and maintains assigned program schedules and organizational calendars.
- Prepares and monitors budgets for all assigned recreational activities and programs.
- Assists with the recruitment, training, evaluation, and management of part-time staff, contract instructors and volunteers.
- Processing of program registration forms, collection of fees, and daily management of cash handling controls and related administrative and office operations; maintains records and prepares related reports.
- Assists in purchasing equipment and supplies for the facility and the programs.
- Assists in training volunteers.
- Performs other related job duties as assigned.

Qualifications, Knowledge, Skills, and Abilities

Education and Experience:

Associate's degree in related field. Three (3) years of experience in recreation program or related experience, one year facility management experience with at least one year supervisory experience; or an equivalent combination of education, experience and training.

Licenses or Certifications:

Must possess a valid driver's license.

CPR/First Aid

Special Requirements/Qualifications:

Subject to work beyond the normal scheduled hours of work.

Subject to frequent interruptions.

Knowledge, Skills and Abilities:

- Knowledge of effective methods and practices of planning, developing, and implementing recreational programs.
- Knowledge of PC operations.
- Knowledge of public relation skills-oral and written communication skills.
- Ability to carry out daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.
- Ability to plan, organize and lead recreational activities.
- Ability to prepare and maintain program records and reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others encountered in the work.
- Ability to lead others in their work.

Additional Information**PHYSICAL DEMANDS**

The work is mostly sedentary with periods of walking and standing and infrequent periods of strenuous physical activity. Typical positions require workers to lift and carry up to 50 pounds; climb stairs; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; use fingers to operate computer keyboards; speak normally and to use normal or aided vision and hearing. Worker may be required to demonstrate athletic activity or physical exercise.

WORK ENVIRONMENT

Principal duties of this job are performed in a general office.