

GEORGETOWN – SCOTT COUNTY PARKS AND RECREATION

POSITION TITLE: Recreation Manager - (Ed Davis Learning Center Manager and Programmer)

POSITION CLASSIFICATION: Exempt

GRADE: 9

DEPARTMENT: Recreation

IMMEDIATE SUPERVISOR: Assistant Director

SUPERVISES: Facility and Programming Personnel

CHARACTERISTICS OF POSITION: Under general direction of Assistant Director, performs management and administration work in the operation of the Ed Davis Learning Center. Plans, designs, implements and manages recreation programs, activities, and special events for Ed Davis Park with the support of the Assistant Director. Assist Director and Assistant Director perform related work as required. Works a flexible schedule, including on call status.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: The organization, coordination, and supervision of existing recreational programs. The planning and implementation of new or expanded programs in areas of interest expressed by the community. Must continually evaluate and strive to improve new and existing programs. Recruitment, hiring, and training of employees, volunteers, and all others assisting with facility operations and programs. Conduct staff training sessions for facility and programs as well as conduct timely staff meetings to address concerns and needs of facility and programs. Must prepare and distribute all necessary information to promote the programs including press releases, flyers and verbal representation. Prepare and maintain all program records and employee records; this includes work schedules, accident reports, discipline reports, etc. Works with the Assistant Director to make sure that all department policies, state and federal labor laws, and department procedures are adhered to in facility and programs. Keeps the Assistant Director informed on the status of existing and new programs. Must maintain and acquire all certifications necessary to improve recreational programming and the training of staff. Must thoroughly understand and be able to implement all policies and procedures at the Ed Davis Learning Center. Must be able to handle patron/program participant complaints and deal with the situation in a timely manner. Plan and supervise Special Events at the facility. Purchase supplies and equipment when needed with the approval of the Assistant Director. Must work within the confines of the fiscal budget. Must have a current record of all inventory for each programming area. Schedule employees for all facility and program needs. Develop long-range facility and program plans; establish goals and objectives. Monitors budget for facility and programs. Identify basic maintenance needs and coordinate maintenance schedule with Facility and Grounds Operations Manager. Establish and promote partnerships with other community agencies to enhance and promote new programs. Must become a

certified NYSCA clinician. Conduct training clinics for all youth sports volunteer coaches before start of the season.

Nonessential: May assist Parks and Recreation Director and Assistant Director in any other areas as requested.

QUALIFICATIONS/REQUIREMENTS:

Education, Training, Experience: Must possess a Bachelor's Degree in Parks and Recreation or a closely related field. Prefer experience in the following areas: Personnel supervision, general recreation, and facility operations. Must become a First Aid, CPR, AED Instructor. Certified Parks and Recreation Professional (CPRP) preferred.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Comprehensive knowledge of recreation program planning such as setting goals and objectives and maintaining a program budget. Must have a working knowledge of athletics programming such as scheduling, etc. Working knowledge of office equipment. Working knowledge of facility budgets preferred. General knowledge and understanding of Federal and State Labor Laws.

Skills: Computer skills including word processing, graphics, and publishing applications.

Abilities: Ability to establish and maintain effective working relationships with Parks and Recreation employees and the general public. Ability to implement and maintain a diversified program meeting the leisure needs of the community. Ability to prepare and maintain accurate reports. Ability to function effectively when required to work varying schedules and shifts as determined by recreation and facility program events. Ability to communicate effectively both orally and in writing. Ability to make decisions and perform under stress when problems arise.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license; CPR and First Aid certified.

ADDITIONAL REQUIREMENTS:

Instructions: Must be able to work within own timeline with minimal instructions daily.

Processes: Must review and improve program plans, program ideas, etc as needed.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Decisions based on knowledge and application of techniques/concepts are required.

Work Environment: Inside and outside

Availability: Must be able to attend meetings and departmental activities in evening hours and on weekends; must be able to work irregular hours on a regular basis.

Physical Demands:

Lifting: Some required (up to 50 pounds). Requires standing, walking, and sitting.

Use of Equipment: Tools and equipment and other related items pertaining to recreation programs and maintenance as well as normal office equipment.

Vehicle Operation: Automobile when needed.