

GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION

POSITION TITLE: Recreation Manager (Pavilion Manager and Special Events)

POSITION CLASSIFICATION: Exempt

GRADE: 9

SALARY RANGE: N/A

DEPARTMENT: Recreation

IMMEDIATE SUPERVISOR: Assistant Director

SUPERVISES: Facility, Recreation and Programmig Personnel

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

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: The organization, coordination and supervision of existing 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 seasonal employees, volunteers, and all others assisting with the programs and the Pavilion. Conducts staff training sessions for programs and the Pavilion as well as conducts timely staff meetings to address concerns and needs of each program and facility. Must prepare and distribute all necessary information to promote the department's programs and facility including press releases, flyers and verbal presentations. Prepare and maintain all program and facility records and employee records; this includes work schedules, accident reports, discipline reports, etc. Works with the Assistant Director to ensure that all department policies, state and federal labor laws and department procedures are adhered to in all facilities 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 and supervise daily activities at The Pavilion. Must be able to handle patron/program participant complaints and deal with the situation in a timely manner. Plan and supervise Special Events. Purchase supplies and equipment when needed with approval from Assistant Director and/or Director. Must have a current record of all inventories for each programming area. Must work within the confines of the fiscal budget. Schedules employees for all departmental programs and facilities as needed. Establish and promote partnerships with other community agencies to enhance and promote new programs. Conduct training clinics for all youth sports

volunteer coaches before start of the season. Attend youth sports annual board meeting and other youth sports meetings as necessary.

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. Minimum of three years' experience in Parks and Recreation with at least one of those years in a supervisory position. Prefer experience in athletics, general recreation and special events program development 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 athletic programming such as scheduling, etc. Working knowledge of office equipment. 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 time 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 CERTIFICATIONS: Valid Kentucky driver's license; CPR and First Aid certified. CPR and First Aid Instructor. Hold a NYSCA Certification.

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: Indoor and outdoor

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.