JOB DESCRIPTION

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| **Position:** Recreation Program Manager  **Reports to:** Director of Community Services | **Status:** Full Time  **Schedule:** 35 Hours a Week – Schedule dependent on programming needs. Nights and weekends required. |

## GENERAL SUMMARY

Provides leadership for all recreation programs and assists in the preparation for long and immediate range plans to meet the community needs for adequate recreational space, facilities, and programs. Assures compliance with established policies and procedures.

## ESSENTIAL FUNCTIONS & RESPONSIBILITIES

* Plan, promote, schedule, and supervise community wide recreation and educational programming, activities, special events and trips for all age groups.
* Assures effective and efficient use of budget funds for recreation programs, personnel, materials, facilities and time.
* Develops marketing and promotional materials including the creation of seasonal inserts, brochures, press releases, flyers, email blasts and social media including Facebook, twitter, and Instagram.
* Provides direct leadership of recreation programs. Provides instruction in the absence of staff as needed.
* Responsible for the recruitment, in-service training, scheduling and evaluation of seasonal part-time employees, contractual staff and volunteers. Directs change as needed.
* Collaborate, communicate, and assist in scheduling use of facilities with other Town departments, civic groups, and schools.
* Maintains contact with school, social, industrial, and civic groups interested in athletics and other recreational and community activities.
* Assist in the updating of Community Service website, on-line registration system and all social media pages/accounts.
* Manage and obtain sponsorships for the Community Service Department.
* Provides backup to other Program Manager as needed.
* Attends and participates in monthly recreation commission meetings.
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## KNOWLEDGE, SKILL, AND ABILITIES:

* Thorough knowledge of the principles and practices of modern recreation programs
* Ability to balance multiple programs/activities at one time and travel between recreation activities as needed.
* Ability to professionally express oneself before groups of people including residents, employees, or participants.
* Intermediate Computer skills required including Microsoft Office Products, On-line recreation registration programs and social media experience essential.
* Ability to constantly interpret documents such as safety rules, operating and management instruction, and procedure manuals.
* Ability to frequently move or maintain a stationary position.
* Ability to occasionally lift and or move objects up to 45 pounds.
* Thorough knowledge of equipment and facilities required in a comprehensive recreation program

## SUPERVISION RECEIVED:

* Reports directly to the Director of Community Services for the Town of Seymour.
* Works under the general supervision of the Director of Operations.

## SUPERVISION EXERCISED:

* Exercises supervision over all Recreation Program staff, directly or through subordinate supervisors.

## QUALIFICATION GUIDELINES

* Graduation from a college or technical school with an emphasis in recreation or physical education desired
* Minimum five (5) years’ experience in recreational program design, coaching or camp administration.
* Professional certification through NRPA preferred but not required.
* Flexible schedule required including early mornings, evenings and weekends as needed for programs, activities and classes.
* The ability to use social networking on a daily basis to broaden public and program awareness
* Basic Life Support CPR, AED and Concussion training or willingness to obtain.
* Employee must hold a valid driver’s license.

## REVIEW PROCESS:

* Essential duties & responsibilities will be reviewed directly with employee’s department head, The Director of Operations, in an annual meeting scheduled each January
* All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* A formal, written report on the employee’s performance will be completed by the Director of Community Services. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.

The above specifications are intended to present a descriptive list of the range of duties performed by the above listed position. Specifications are not intended to reflect all duties performed within the job but shall represent a reasonable comprehensive list of expectations. In addition to the essential duties and responsibilities, the employee may be required to perform any other duties assigned by his or her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions of this job.