

LINDENHURST PARK DISTRICT
JOB DESCRIPTION

Job Title: Recreation Program Manager- General Recreation
Classification: Full Time, Salary
Salary Range: \$40,000-60,000
Department: Recreation



JOB SUMMARY

Under the direction and supervision of the Director of Recreation, the Recreation Program Manager is responsible for the planning, organization, implementation, evaluation and supervision of special events, dance, adult programming, assigned youth activities, assigned camps and volunteers.

JOB DUTIES

- Assess, plan, lead, implement, supervise and evaluate all assigned recreation programs, activities, and events. Primary responsibility will be in the areas of community wide and seasonal special events, dance, adult programming, assigned youth programs, specialty camps.
- Lead and coordinate the volunteer program for the district including recruitment, training, of volunteers.
- Create and manage budgets, coordinate logistics, manage contracts and permits as needed and arrange staff and volunteer support for assigned programs and events.
- Recruit participants for assigned programs through community outreach.
- Recruit, hire, train, manage and evaluate program staff.
- Collaborate with staff to determine and schedule available space for specified programs/events.
- Maintain budgets and financial records to assure assigned programs are within budgetary guidelines. Produce financial reports as requested.
- Coordinate program/event publicity and marketing with the Director of Marketing and Communications.
- Coordinate with affiliates, community organizations and contractors for quality programming and effective operation.
- Establish and maintain positive working relationships with Park District staff, volunteers, community organizations, area school districts and other community stakeholders.
- Plan for, make recommendations for, and purchase supplies, materials and equipment.
- Produce and maintain complete and accurate records/reports on areas of responsibility as required.
- Assist at park district events and programs outside of direct responsibility.
- Perform other assignments as required or assigned which are reasonably within the scope of the aforementioned.

JOB QUALIFICATIONS

Understanding of recreation programming with proven successful experience with special events, dance, adult programming and volunteer management. Demonstrated ability to direct and evaluate the activities of others. Skilled in preparing comprehensive reports of activities. Ability to analyze program budget data and demonstrate sound fiscal management. Proven ability to work well with staff, volunteers, and citizens. Ability to collaborate with other agencies, public and private, to develop and implement cooperative recreation programs and use of facilities. Ability to maintain a positive public relations program on a continuing basis. Ability to interpret community needs and interests.

Ability to be creative, innovative, resourceful, and be an independent self-starter.

Proven ability to motivate personnel and volunteers to improve the quality and quantity of work performance. Ability to provide orientation and training of personnel and volunteers.

Knowledge of community interests. Knowledge of Park District's properties and facilities.

SAFETY & LOSS CONTROL

Obey and enforce safety rules and procedures as listed in the Safety Manual for Staff and Volunteers Loss Prevention Program and the Personnel Policy Manual(s).

Ensure that all personnel and volunteers receive instruction and understand the safe use of equipment and materials specific to each job/task they may undertake. Current first-aid and CPR certificate or ability to certify upon hire is required. Should be familiar with the use of current safety precautions used in recreation and park settings. Ensure availability of appropriate personal protective equipment and first-aid kits. Set a good example by properly wearing/using the equipment. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery.

Report all incidents, accidents, and injuries promptly (within 24 hours). Comply with reporting requirements and follow-up investigation procedures to remedy unsafe conditions.

EMPLOYMENT STANDARDS

Academic Preparation—Undergraduate degree in recreation or related field preferred. Certified Park and Recreation Professional desired or willingness to obtain within NRPA guideline timeframe. Diploma or transcripts may be required.

Training, Experience and Desirable Attributes - Two (2) years of experience in a recreational setting preferred. Requires ability to work independently and efficiently, with attention to detail. Must possess and maintain a valid driver's license and be willing and able to drive a 15 passenger mini bus. CPR/First Aid/AED certification is required within six months of employment; must be willing to become an instructor and teach CPR/First aid/AED training to park district staff.

Requires ability to communicate effectively both orally and in writing.

Lindenhurst Park District will conduct a criminal background check on all applicants considered for this position. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. Lindenhurst Park District reserves the right to make any and all inquiries into an applicant's employment and driving record. It will request the applicant's driving record abstract from the Secretary of State. The applicant must submit all necessary information, including the applicant's full name and driver's license number so Lindenhurst Park District can obtain the abstract.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and providing the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified birth certificate at the time of hire.

This position is "at will" and may terminate employment with the Lindenhurst Park District at any time. As such, the Park District reserves the similar right.

SIGNIFICANT RESPONSIBILITY

Due to the nature of the Recreation Program Manager position and the parks and recreation field, this person is expected to work a schedule that fulfills the objectives of the Lindenhurst Park District including and without limitation, working evenings and weekends as required.

In addition, due to the nature of programming on evenings and weekends, you must be available when programs are scheduled to assist staff and volunteers as problems and inquiries arise. Pursuant to the responsibilities as Recreation Program Manager, you are an exempt employee and ineligible for overtime.

PSYCHOLOGICAL CONSIDERATIONS

The Recreation Program Manager must resolve differences and problems that arise with members of the public, participants, personnel, co-workers, and volunteers. Responsible for safe and well-organized programs and activities. The Recreation Program Manager may also have to work under stressful situations when first-aid or CPR may be required.

PHYSICAL CONSIDERATIONS

The Recreation Program Manager may be required to perform the following physical considerations:

Sitting – frequently	Walking – frequently	Strength – Up to 40lbs; up to 100lbs with assistance
Climbing – occasionally	Balancing – occasionally	Stooping – frequently
Kneeling – frequently	Crouching – frequently	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – occasionally

PHYSIOLOGICAL CONSIDERATIONS

Will need to respond quickly and accurately. Prolonged standing during busy months could affect some individuals' blood pressure. Must be able to work and communicate effectively with the volunteers, participants, parents, media, staff, etc.

COGNITIVE CONSIDERATIONS

Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

Signature of Employee

Date

(Please Print Full Name of Employee)