

RECREATION PROGRAM MANAGER

Position Code: 2121

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 353

Location: Parks and Recreation

Approval Date: 2019

General Statement of Duties

Work involves supervising Recreation Programs Division staff and operations at assigned facilities, and developing and administering a formal recreation programs plan that serves as a guide for the provision and evaluation of dynamic and sustainable programs for the Mooresville community. Work involves obtaining and using data to consistently improve the quality of recreation programs. Position must stay current with recreation trends, and periodically link trends to department's programming goals and objectives. Position prepares and administers annual operating and capital budgets in compliance with rules and regulations of the Town, writes reports and grant applications, makes presentations and helps maintain agency accreditation. Work is performed under the general supervision of the Assistant Parks and Recreation Director and is considered part of the Department's management team.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative and professional duties supervising the Recreation Programs Division. The employee develops and plans for long and short range division growth and daily work operations, researches and implements new programs and recommends modifying existing programs, policies and procedures. Work includes researching and writing grants. The Manager organizes and supervises short-term plans and daily activities through other staff including the selection, training, appraisal and supervision of regular and intermittent employees. Work requires extensive public contact with private groups, civic organizations, county, Town and school officials, and the general public in the promotion, development and maintenance of the recreation centers. Employee is subject to hazards in recreation work including working in both inside and outside environments. Work is performed under the general supervision of the Assistant Director of Parks and Recreation and is reviewed through periodic conferences, reports and results.

Duties and Responsibilities

Developing a plan and evaluation for a variety of programs at the Town's Community Centers and parks.

Evaluating conditions and making decisions concerning programming for the centers.

Preparing and establishing goals, objectives, progress reports, surveys, and analysis of various center programs.

Developing, preparing and justifying a budget for areas of responsibility. Controlling accounts for the expenditure of funds in accordance with the approved budget.

Negotiating, drafting, reviewing and recommending contracts and agreements.

Researching, planning, evaluating and analyzing appropriate technological development, and its impact on operations.

Developing, researching and recommending appropriate program and rental fees and policies. Researching, writing, managing and administering donations and grants for program and facility enhancements.

Updating or revising existing policies and procedures to accommodate the changing needs of patrons.

Recruiting, selecting, and supervising quality personnel. Planning, organizing, leading and controlling the work of professional and support staff.

Monitoring registration and attendance of classes and programs; assessing feasibility and public interest and submitting periodic reports on programs and activities.

Planning and coordinating the summer recreation program. Evaluating the program each year to delete poorly attended classes and replace and/or add new classes of interest to participating youth.

Assisting with ensuring future agency accreditation.

Effectively promoting and representing the Parks and Recreation Department in the community. May serve as an advisor on a number of committees throughout Town.

Operating a motor vehicle to assist in carrying out the business of the department and the Town.

Responding directly to emergency after-hours calls from supervisor.

Performing other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of community center and recreation philosophy, planning, and administration.

Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community center program.

Ability to develop, coordinate, and direct varied activities involved in community center programs.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community partners, and the general public.

Ability to communicate effectively orally and in writing.

Ability to plan and supervise the work of paid staff and volunteers.

Ability to research, identify, and pursue grants.

Ability and willingness to work evenings, weekends, and holidays as needed.

The Town of Mooresville is committed to hiring employees who provide good customer service; our employees strive to communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or 10 pounds of force frequently; and/or a negligible amount of force to move objects constantly.

Must possess the visual acuity to prepare and analyze data, extensive reading, visual inspections and using measuring devices.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in recreation or closely related field and three to five years of progressive experience in recreation managing the operations of a recreational facility or community center; or an equivalent combination of education and experience. At least two years of experience in a supervisory capacity.

Special Requirements

Possession of a valid North Carolina driver's license.