

Forks Township Job Description

POSITION TITLE: Recreation Manager

REPORTS TO: Parks and Recreation Director

DEPARTMENT: Parks & Recreation

FLSA CATEGORY: Exempt

SUMMARY

Under the direction of the Parks and Recreation Director, this position is a supervisory position responsible for all operations of the Community Center and for assisting the Parks and Recreation Director with other functions of the Parks and Recreation Department. The Recreation Manager develops, manages, and provides oversight to a comprehensive community center program which focuses on youth and adults in both active and passive recreation. Supervises part-time Community Center employees.

DUTIES and RESPONSIBILITIES

Recreation Manager responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Works closely with the Parks and Recreation Director and Recreation Board to advance their advocacy of programs, projects, and facilities such as: active recreation, passive recreation, open spaces and natural set asides, trails, and other recreation opportunities with the objective of meeting community needs.
- Hires, trains, supervises, and evaluates part-time community center employees.
- Establishes and maintains effective working relationships with other employees, volunteers, leagues, instructors, and all members of the public.
- Communicates official plans, policies, and procedures to employees and the public.
- Responsible for the coordination, administration, implementation, and management of Community Center programs and activities, as well as, assisting with field reservations and park programs.
- Maintain inventory of all uniforms and equipment to monitor annual needs and calculate annual costs.
- Secures and negotiates with potential program instructors for new activities.
- Supervises hired program instructors and community center employees to ensure appropriate facilities and needed supplies are secure to provide a high-quality leisure and recreation program.
- Coordinates, schedules, and maintains related records and statistics for programs and employees
- Advertises and markets recreational and community center activities.
- Works with the Director to prepare and justify the budget.
- Controls and accounts for the expenditure of funds in accordance with the approved budget. Responsible for reservation and program fees.
- Ability to act in the role of the Parks and Recreation Director in the absence of the Parks and Recreation Director.

- Attends Recreation Board and Athletic Association meetings.

Marginal Functions:

- Assist parks department if needed.
- Perform additional related duties and responsibilities as assigned.

Ability to:

- Operate computer, software, and other general office equipment.
- Ability to communicate orally and in writing.
- Accomplish assignments with limited supervision.
- Work as part of a team, assisting others with a variety of job tasks; maintain a good working relationship with supervisors, coworkers, contractors, and the public.
- Read, interpret, and follow verbal and written instructions.
- Effectively identify, analyze, and solve problems
- Lift 50 lbs. without difficulty.
- Work a flexible schedule including some nights, weekends, and holidays, maintaining regular, reliable attendance.
- Work both inside and outside, depending on services provided working in uncomfortable conditions such as extreme heat or cold.

EXPERIENCE and TRAINING GUIDELINES

Any equivalent combination of education, training and experience that would likely provide the required knowledge, skills, and abilities to successfully perform the essential functions of the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

This position requires programming and supervisory experience.

Prefer a bachelor's degree related to Parks and Recreation Administration, 1 -3 years of experience.

License or Certificate:

Must possess current (with 3 months) FBI criminal background check and PA Child Abuse History Certification.

Must possess or must be able to obtain certifications in American Red Cross CPR, First Aid, and AED within 6 months of hire.

Must successfully pass pre-employment screening processes, including drug screen, possession of a PA Driver's License and clean driving record.