

Recreation Program Manager

Timeline

Job Advertising: Quincy Park District July 20 – August 5
(Posting at all active District work sites starting July 20
Herald-Whig July 22 & 26

CLOSING DATE: August 5, 2020

Conclude initial screening/selection team meets: August 6

Personal Interviews: August 10 - 12

Staff Selection: August 14

Projected Start Date: August 31

**QUINCY PARK DISTRICT
Recreation Program Manager**

Closing Date August 5, 2020

Qualifications: The Quincy Park District is seeking a highly motivated individual to serve on its supervisory team. A bachelor's degree in Recreation Management or related field is preferred. Prefer minimum 1 – 2 years cumulative experience in public recreation programming, with proven supervisory capabilities.

Duties: To plan, develop, manage and maintain strategic and creative guidance for recreation programs, sports programs and leagues. Coordinates the planning, scheduling, organizing and evaluation of sports programs and other programs.

Compensation: This full-time year around position will have a salary range of \$35,000 - \$42,000 depending on qualifications. A competitive benefits package with employee health insurance, vacation/holiday package and retirement are included.

Submit applications/resumes to:

Michael Bruns
Quincy Park District
1231 Bonansinga Drive
Quincy IL 62301
217-223-7703
mbruns@quincyparkdistrict.com

Job Description

Job Title:	Recreation Program Manager
Function:	Supervisory
Supervisor:	Director of Program Services
Employee Status:	Full Time Non-Union
FLSA Category:	Exempt-Administrative
Supervises:	Seasonal Part Time Staff

Job Description:

The Recreation Program Manager is responsible for planning, scheduling, organizing and evaluation of Park District sports programs, leagues and other programs. This includes the supervision of all assigned personnel. Work is performed under the direction of the Director of Program Services.

Desired Qualifications, Skills, and Abilities:

- College degree and a minimum of two years' experience in recreation management, or related field are preferred.
- Experience in a supervisory capacity in the following (or related) fields is preferred:
 - Supervisory skills
 - Communication skills
 - Public recreation programming
- Thorough knowledge of sports and league management.
- Ability to effectively recruit, hire, train, supervise and evaluate recreation program staff which may include referees, program instructors, coaches and other support staff.
- Ability to participate in the program services management team.
- Work effectively with the general public, cooperating agencies and Park District employees.
- Ability to work independently and as part of a team.
- Ability to maintain safe and well-organized programs.
- Ability to organize and coordinate several programs simultaneously.
- Ability to communicate orally and in writing.
- Coordinate with appropriate department heads on physical arrangements and logistics necessary for programs and events conducted at Park District facilities.
- Creative ability to plan, organize and conduct innovative recreation programs based on community needs and interest.
- Knowledge and ability to use computer systems and software including Microsoft Office products.
- Ability to project a positive, consistent Park District image.
- Ability to compile information, prepare reports and correspondence.
- Communicate with Director of Program Services on issues related to the Recreation program management. This includes programming, public relations, budgets and hiring and supervising part-time staff.
- Must have a valid driver's license.

Work Activities: (Illustrative Only)

Recreation:

- Plans various sports and athletic programs, including the comprehensive schedules for these programs.
- Oversees and evaluates registration policies and procedures, makes recommendations for changes and/or improvements.
- Supervises and coordinates athletic programs, tournaments, recreation programs and events.
- Assists with the planning of Park District sponsored tournaments and sports related events.
- Conducts hiring, supervising and training of part-time employees to provide quality recreation programming in a safe atmosphere for both participants and staff.
- Innovate and develop new recreation programs in a variety of categories based on both community and Park District demands and future trends.
- Supervises and schedules the use of Park District athletic facilities.
- Maintains an inventory of supplies and equipment and makes recommendations for replacement.
- Assist in the preparation and transmission of records and reports concerning program activities and attendance.
- Provides information to the Director of Marketing/Operations for promotion of Park District programs.
- Assists in training of all seasonal staff.
- Assists in preparing budgets for programs and facilities.
- Maintains an ongoing working relationship with various community groups and agencies.
- Attend in service trainings, conferences and related workshops.

Grants:

- Assist in applying for grants, sponsorships and donations for the District.

Reports:

- Provides attendance numbers for Park District programs.
- Provides other reports as needed.

Other Considerations:

- The Recreation Program Manager must expect to work prolonged days, which may include long periods on his/her feet, lifting or moving equipment. This position includes both office and physical tasks.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as the needs of the employer and requirements of the job change.

Physical Requirements:

- Sitting, walking, standing as needed to perform required job functions.
- Subject to indoor and outdoor environmental conditions.
- Ability to lift light to moderate objects.
- Ability to drive motorized vehicles.