

Position Title: Program Manager

Classification: Fulltime

FLSA Status: This is an **Exempt** position

Supervisor: Assistant Director

Job Summary/objective:

Under the management of the department Assistant Director, the Recreation Program Manager performs professional duties in planning, developing, coordinating, and implementing, as well as supervising recreational programming, camps, leisure services and other programs for the health, well-being and pleasure of residents and visitors of all ages.

Supervisory Responsibilities:

- Direct supervision over (1) Recreation Coordinator and (1) Therapeutic Coordinator.
- Hires and trains new employees.
- Organizes and oversees the schedules and work of assigned staff.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline of employees as needed and in accordance with city policy.

Essential Function and Duties/Responsibilities:

- Develops and implements a flexible program of community-building activities (recreation, parks, and neighborhood improvement services) for all customer segments, social groups, ages, and interest levels within the community.
- Plans, organizes, develops, schedules, and evaluates recreation, and organized programs, children's summer and school break day camps, educational programs, visual or performing arts, inclusive programming, and senior age leisure programs among other activities.
- City vehicle operation and driving responsibilities to transport passengers, travel to meetings, conferences, events, park visits, and other daily operations.
- Assists with hiring, training, supervising, scheduling, and evaluating assigned staff, annual and seasonal part-time personnel; assigns work as directed.
- Assists with the management of daily operations of the facility by assisting with scheduling and monitoring of volunteers and staff, compiling figures, and preparing reports and providing program planning.
- Serves on cross-department committees for the planning and marketing of departmental and city-wide events and assists in preparing and staffing city events.
- Assists in preparation and proposal of portions of the departmental business plan, budget, and performance measurements for the program area in which the position is assigned.
- Plans and coordinates programs with schools and universities to promote and provide physical and educational programs for children pre-school through college-age.
- Collaborates with various public, private, non-profit, and civic groups and individuals to promote departmental community-building programs, under city guidelines, cultivates sponsorships and partnerships to ascertain desired or needed services.

- Maintains inventory of program supplies and equipment; distributes program supplies and equipment; assists with ordering supplies and equipment for recreation programs.
- Provides overall staff support as needed with program registrations, answering telephones, maintaining correspondence with other agencies, and responding to public inquiries about the recreation facilities and programs.
- Performs custodial maintenance work as needed. Sets up tables, equipment, chairs, and bleachers for classes and programs.
- Perform other related duties as assigned.

Knowledge, Skills, Abilities:

- Considerable knowledge of developing and administering recreation, youth, and senior programs.
- Ability to research and write grants.
- Knowledge of state regulations pertaining to exemptions, document retention, summer food service program, and other childcare regulations.
- Ability to utilize computers and various software applications, including Microsoft Office, recreation related software, and program and facility management.
- Ability to prepare and administer a budget, maintain records, and prepare reports.
- Ability to accurately forecast future needs of the department and exercise good judgment in evaluating situations and in making decisions.
- Ability to establish and maintain effective working relationships with co-workers, public, news media, other departments, outside agencies, Mayor, and Council.
- Ability to follow written and oral instructions, ability to communicate effectively, verbally and in writing, ability to direct the work of others.
- Must be able to regularly work with facility users of all ages, including children and seniors.
- Must be able to function effectively in a work environment in which the employee is exposed to significant public scrutiny and be able to address public questions and concerns adequately and effectively as well as interact with members of the community.
- Ability to track and identify trends leading to early detection of potential improvements to processes and procedures.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to work evenings, night shifts, split shifts, weekends, and holidays.
- Ability to communicate and establish rapport, understanding and confidence with program participants and the general public.
- Ability to plan, organize, and direct comprehensive recreation programming for kids, adults and seniors, camp, and park programming activities.
- Ability to analyze and make decisions, maintain records, and prepare reports utilizing these records, to supervise, plan, establish, assign, and coordinate priorities.
- Ability to follow written and oral instructions, ability to communicate effectively, verbally and in writing, ability to direct the work of others.
- Knowledge of the City of Dalton and surrounding areas.

SPECIAL REQUIREMENTS:

- Must be available to work hours as needed or necessary including, but not limited to, attending meetings, events, or programs outside normal business hours.
- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints.
- Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

Education, Credentials, Experience:

- A Bachelor's degree from an accredited college or university in Parks Administration, Recreation Management or a related field is required.
- Recommended certifications:
 - Certified Park and Recreation Professional (CPRP)
 - CPR and First Aid certification (must obtain within 90 days of employment)
- Three (3) years of progressively responsible supervisory experience in recreation or park related position.

Physical Characteristics:

- While performing the duties of this job, the employee is frequently required to stand, walk, and sit; talk and hear; use hands; and reach with hands and arms. The employee is occasionally required to stoop, climb, crawl, crouch, kneel, or balance.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must travel to different sites and locations and attend evening meetings.

Environmental Factors:

- While performing the duties of this job, the employee's time is split between an office setting and field work. Tasks may involve extended periods of time at a keyboard or workstation. The employee frequently works in outdoor environments and is subject to inclement weather conditions. The employee is occasionally exposed to wet and/or humid conditions; airborne particles; machinery with moving parts; irritating chemicals; and dirt or grease.
- The noise level in the work environment may be moderate to loud.

