

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF RECREATION & PARKS
JOB TITLE: RECREATION PROGRAM MANAGER II
SALARY/GRADE: GRADE 17/STEP 1 \$39,208 ANNUALLY/\$18.85 HOURLY
CLOSING DATE: UNTIL MAY 19, 2017

JOB SUMMARY: Under the direct supervision of the Recreation Program & Marketing Supervisor, the Recreation Program Manager administers and oversees the planning, organization, marketing, promotions, and the financial management of new and existing recreation programs for the Worcester County Department of Recreation & Parks.

GENERAL REQUIREMENTS

- Pre-employment background check and motor vehicle history
- Drug and Alcohol Testing

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Develops, implements and administers diverse, comprehensive, and safe recreational programs in the areas of fitness, youth sports, adult recreation, special events, and sports camps for citizens through the life-span.
- Serves as the liaison with the Human Resources Department in Employee Health; creating, organizing and coordinating activities, events, and other health initiatives.
- Maintaining Fitness room memberships and overseeing supervision of the Fitness Room.
- Secures and maintains required program records and reports for registration, participation surveys & scheduling.
- Obtain officials for all team and league events.
- Coordinates field schedules, acquires program facilities and oversees maintenance of facilities during programs.
- Assists with preparation of department budget, prepares and administers cost analysis, complies with budget allocations, collects and accounts for registration receipts, makes daily deposits for revenue collected.
- Secures, trains, and supervises program monitors, obtain required fingerprint and background checks prior to program.
- Identifies reputable, responsible volunteers to act as coaches, assistant coaches, assist with programs and special events etc., and coordinates effort.
- Maintains accurate equipment inventory, acquires quotes for equipment purchases, and maintains equipment records.
- Assists in developing effective and efficient strategic planning.
- Handles grievances and inquiries from citizens, prepares agenda and conducts meetings with public and/or program participants.
- Supports and promotes the mission of the recreation & parks department and supports all staff members, representing the department in a highly professional, congenial manner.
- Works with the Recreation Supervisor to develop policies and agreements for programs and facilities.
- Works with the Recreation Supervisor, Risk Management Officer, and County Attorney on risk management procedures.
- Attends workshops and seminars to keep abreast of current and innovative recreation and park trends and standards.
- Adhere to the Worcester County Government Personnel Rules & Regulations and departmental policies;
- Performs all other duties as assigned.

EOE

QUALIFICATIONS AND SKILLS

- College degree in recreational, physical education, leisure service, exercise science, sports management or a related field or equivalent experience (fitness instruction experience preferred.)
- Fitness Certification(s) preferred but not required.
- CPR and Fitness certification required within 1 year of employment, if not already certified.
- Valid driver's license with less than 4 points (MD)
- Working knowledge of computer software: Microsoft Word, Publisher, Excel, Access & Power Point, with clerical skills sufficient to produce required documents in acceptable format.
- Above average oral and written communication skills necessary to communicate effectively with coworkers, county officials and program participants, follow verbal and written instructions; keep records; complete written forms. Ability to apply acquired knowledge to increasingly varied and complex tasks.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Medium Work; Constant viewing, hearing, talking and lifting up to 10lbs; Frequent standing, carrying, pushing, pulling, walking and lifting and moving of objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces, weather and vibration. Work environment involves everyday risks typical of such places as parks, playgrounds, and swimming pools. Environment may also involve Exposure to adverse, inclement weather conditions.

EOE