

8.6 Recreation Manager

Full Time, Exempt

Hours: 40 hours per week

Immediate Supervisor: Executive Director of Sandwich Park District

Wage Range: \$40,000 - \$50,000 DOQ

Job Summary

- Responsible for assisting the Executive Director of Sandwich Park District in the development of programs and administration of personnel.
- Takes all directives from the Executive Director of Sandwich Park District.
- Administers a variety of recreation and sports programs including the supervision of instructors and leaders in the toddler, youth, teen and adult programs and sports.

Job Duties

- Responsible for assisting the Executive Director of Sandwich Park District in the administration of current programs and implementation of new sustainable programs. Responsible for personnel, financial and facility management.
- Marketing and advertising of programs, and assist with budget preparation.
- Assistance in grant writing, public relations, and special projects.
- Involvement in playground/park activities and other programs assigned.
- Develops, plans, and implements innovative instructional, recreational, and educational programs and events that are relevant to the community. Keeps current on recreational trends and interest.
- Primary involvement includes but is not limited to toddler, pre-school, youth, teen and adult programs, trips, outings, holiday activities, multi-sports, leagues, tournaments, baseball, basketball, softball organizations, 5K runs, and special events, such as, Party in the Park, July 4th weekend, Sandwich Fair and the Summer Day Camp program.
- Actively participates in recreational programs and events to keep people engaged and entertained.
- Development of recreation program budget. Monitors revenues and expenditures and prepares reports as requested.
- Assist with overall promotion and marketing of the Sandwich Park District.
- Recruits, hires, trains, supervises, and evaluates recreation staff.
- Recruits, trains, supervises, and evaluates volunteers, coaches, and assigned community service workers.
- Attends Recreation Committee meeting bi monthly and other meetings as needed.
- Assists with front desk operations as needed.
- All other duties as assigned by Director of Sandwich Park District.

Job Specifications.

- Computer skills including, Microsoft Word, Excel, Publisher and internet proficiency required. Experience using Recreation Software preferred.
- Ability to lift 50 lbs., set-up/break down, load and unload equipment and supplies needed for programs.

- Good oral and written communication skills are essential.
- A Fun engaging personality to entertain participants is desired.
- Must be able to work a typical work week of Monday thru Friday 9:00am until 5:00pm. Adjustments to work schedule may be possible with approval.
- Evening and weekend hours are at times required.

Employment Standards

- Minimum requirements include Bachelor's Degree in Parks, Recreation or Leisure Services Administration, or related field with equivalent experience preferred.
- Two (2) years' experience in recreation administration with an emphasis on supervision, recreation programming, and facility management preferred.
- Must have and maintain a valid driver's license and must pass a standard background check
- CPR/AED Certification is required within a 6-month period after hire.