

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT:	DEPARTMENT OF RECREATION & PARKS
JOB TITLE:	RECREATION PROGRAM MANAGER II
SALARY/GRADE:	GRADE 18/STEP 1 \$47,986 ANNUALLY/\$23.07 HOURLY
CLOSING DATE:	UNTIL FILLED

JOB SUMMARY: Under the direct supervision of the Recreation Superintendent and Recreation Program Manager IV, the Recreation Program Manager administers and oversees the planning, organization, marketing, promotion, and the financial management of new and existing recreation programs and special events for the Worcester County Department of Recreation & Parks.

GENERAL REQUIREMENTS

- Pre-employment background check & motor vehicle history.
- Safety Sensitive position requiring Drug and Alcohol Testing
- Hours of work vary based on the program(s) and event(s) and will require evening and/or weekend work

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 throughout the lifespan.
- Coordinates program/event logistics, publicity, including public relationship, advertising and collateral material design, production, and distribution.
- Coordinates field schedules, acquires program facilities, and oversees maintenance of facilities during programs and events.
- Identifies and attracts new programs and recreation opportunities, build and strengthen partnerships within the county, and optimize the use of county facilities, fields, and parks.
- Provides program assistance within the Recreation Department and serves as a backup when required.
- Actively participates and coordinates in staff meetings and committees as necessary.
- Secures and maintains required program records and reports for registration, participation surveys & scheduling.
- Maintains accurate equipment inventory, acquires quotes for equipment purchases, and maintains equipment records.
- Supervises and coordinates with instructors, recreation organizations and businesses in recreation programming and opportunities.
- Assists in development and implementation of promotional materials, registration, newspaper articles, t-shirt design, and mailings.
- Obtains officials for all team and league events.
- Identifies reputable, responsible volunteers to act as coaches, assistant coaches, assist with programs and special events etc., and coordinates effort.
- Obtains paperwork and background checks for volunteers prior to program.
- Handles grievances and inquiries from citizens, prepares agenda and conducts meetings with public and/or program participants.
- Communicates and presents information and concerns to the Recreation Superintendent.
- Assists with preparation of department budget, prepares, and administers cost analysis, complies with budget allocations.
- Attends workshops and seminars to keep abreast of current and innovative recreation and park trends and standards.
- Assists in developing effective and efficient strategic planning.
- 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 Superintendent and Manager IV to develop policies and agreements for programs and facilities.
- Works with the Director, Risk Manager, and County Attorney on risk management procedures.
- Maintains professionalism with staff, participants, and the public
- Complies with safety programs, procedures, policies, and work safely

- Ensures confidentiality of information and records and complies with the record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations and departmental policies.
- Performs all other duties as assigned.

QUALIFICATIONS AND SKILLS

- College degree in recreational, physical education, leisure service, exercise science, sports management or a related field or equivalent experience.
- CPR certification required within 1 year of employment, if not already certified.
- Fitness instruction experience and/or certification preferred, but not required
- Lifeguard training and/or certification preferred, but not required
- 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.
- Ability to establish and maintain harmonious working relationships with staff, and the public using tact, discretion, sound judgment, and professionalism
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely
- Ability to follow directions
- Ability to work effectively with little supervision and minimal direction
- Ability to work in a fast-paced environment with interruptions

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. The work environment involves everyday risks typical of such places as parks, playgrounds, and swimming pools. The environment may also involve exposure to adverse, inclement weather conditions.