

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Program Manager
Reports to: Recreation Division Director/Recreation Superintendent
Position Status: Full-time – Exempt

JOB SUMMARY

The Recreation Program Manager provides oversight and is responsible for all programs, staff and budget administration in their assigned section. They develop, maintain and enhance programs and/or events and provide guidance and direction to staff. They are responsible for creating, tracking and monitoring the section's budget. This position requires a significant amount of interaction with internal and external resources including but not limited to staff, volunteers, vendors, contractors, participants, regional partners and the general public. Responsibilities and duties may vary by section and assignment.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Lead, coordinate and perform planning and scheduling for multiple recreation program services, new programs, events, and other activities, and participate in management team and other meetings and workshops.
2. Coordinate and provide overall leadership for ongoing recreation program planning and facility scheduling and operations, and formulate, implement, and maintain community recreation programs for including diverse ages, interests, and genders and minorities within the community.
3. Lead and oversee scheduling and supervision of personnel, volunteers, contract instructors, interns and service providers. Also function as a back-up and working supervisor or schedule an alternative back-up if Program Manager does not meet the requirements for the specific position.
4. Oversee training and orientation of new staff regarding recreation and District procedures, forms, and programs, and serve as resource on day-to-day activities.
5. Direct and monitor recreation services, classes, events, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also responsible for accident investigations, risk management, and program safety and quality assurance.
6. Lead, promote, and publicize recreation programs and perform duties such as providing content on programs, materials and editing for seasonal District catalog, District brochures, announcements and promotions.
7. Lead in the development of new programs and services and provide overall liaison with community groups, funding committees, agencies, and recreation planning resources.
8. Responsible for preparation of department budget estimates and advising the Recreation Services Director on a regular basis regarding the status of budgets and accounts. Also responsible for the purchase of equipment and supplies and for leading and securing fund raising and assisting or soliciting grants.
9. Serve as a resource to the Executive Director, Commissioners, Division Directors, Department managers, and District staff; and attend Board of Commissioner meetings as needed.
10. Attend various continuing education meetings, seminars, and workshops.
11. Understand and knowledgeable of personnel and operations policies and procedures.
12. Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- Equivalent to three to five years recreational department management, supervisory, operations, community and customer relations, safety, regulatory, and administrative experience with specialty area knowledge and abilities which may include complex facility supervision.
- Requires Bachelor's Degree in recreation, education, or related field, or equivalent experience and training supplemented with continuing education workshops.
- Hold or obtain required certifications applicable to department managing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, organize, direct, lead, and troubleshoot daily operations, services, and safety of a multi-program public recreation program and its facilities.
- Thorough knowledge of specific recreation departments such as Gymnastics, Sports, Youth and Teen, Outdoor, Outreach and Active Adults with knowledge of program management, including overall program services and facility administration.
- Ability to effectively lead recreation services communications and publicity functions.
- Working knowledge of activities and programs in respective department.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Knowledge of and the ability to implement trends and practices in recreation services, management, and community needs and interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively manage and, when designated, supervise diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise short-term and long-range comprehensive recreation service program plans and reports using applicable software.
- Basic competence in spreadsheet software.
- Ability to communicate effectively both verbally and in writing.
- Maintain a knowledge and understanding of District policies and procedures.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Depending on the specific program, work is performed both indoors and outdoors using Park District, public or private facilities or in the water or recreational areas. Though most programs operate during the day, a few programs meet in the evenings and/or overnight. Programs and trips may be out of reach of cell phone coverage.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Recreation Program Manager must be in good physical condition must be physically able to assist participants and participate in activities.
- Must be able to perform physical requirements of programs at the most rigorous level.
- May experience exposure to extended periods of sun, snow, rain, cold temperatures, wind, water and potentially uneven terrain that may contain trip hazards.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Must be able to perform physical requirements of all certifications.
- Ability to lift and carry up to 50 pounds.
- Hours will vary depending on the program schedule and may include early morning, weekend and evening shifts.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature