



RICHLAND COUNTY RECREATION COMMISSION

FACILITY OPERATIONS DEPARTMENT

POSITION SPECIFICATION

(Starting Salary \$36,000)

Park Manager

General Nature of Work:

Work involves the overall responsibility for planning, organizing, staffing and implementation of recreational programs and activities in a year round community recreation center that serves the neighborhood, other agencies and the community. Performs professional work of overseeing the day to day operations of a Recreation Center and related work as required. Work is performed under the general supervision of the Recreation Supervisor. Supervision is exercised over full-time professionals, part-time staff, volunteers and program participants. Typically, after-school, athletics, and summer programs for children are an important element of programming at a community recreation center. Work is performed under the general supervision of a Recreation Supervisor with work being reviewed in the form of conferences and effectiveness of Center operations.

Essential Duties and Responsibilities:

- Directs and coordinates the operation of a community recreation center;
- Plans, prepares and oversees the annual budget for the Center; prepares revenue and expense reports for all programs; purchases all supplies needed to fulfill Center operations;
- Recruits, trains, assigns and supervises the work of staff providing recreational activities;
- Oversees maintenance of the building and equipment;
- Participates in and has ultimate responsibility for the planning and implementation of recreational programs and activities presented at a community center;
- Promotes public relations through community and private sector contacts, marketing efforts, and personal contact with Center users in order to determine the needs of the community;
- Develops, coordinates and implements a comprehensive program of recreation, social

- and human services based upon identified needs of the community;
- Plans, organizes, conducts, coordinates and evaluates a wide variety of recreational and community service programs;
 - Works with citizens and outside groups to schedule the use of the facility for rentals and special events;
 - Maintains contacts with neighborhood groups, schools, businesses, agencies, volunteer and other community groups and provides necessary coordination of services;
 - Oversees rental and registration activities, ensures accurate record keeping for program receipts, assists with the collection of fees and charges, deposits, prepares and maintains financial reports;
 - Opens, closes and secures center facility;
 - Manages personnel including hiring, training, scheduling, coaching, evaluating and disciplining staff including full time and part time employees;
 - Works with contracted instructors, develops contractual agreements, request payment for instructors;
 - Ensures cleanliness of the facility;
 - Performs monthly safety inspections, documents issues, requests assistance with maintenance issues;
 - Assist with the marketing of programs and facility rentals;
 - Enforces all county and recreation center policies and procedures while supervising participants who are using the recreation facility and grounds or participating in a program;
 - Inspects equipment and maintains proper inventories, monitors equipment use at the center;
 - Requests new or replacement supplies and equipment;
 - Ensures that all work is performed in accordance with OSHA and City Safety Standards and Policies.
 - Performs related work as required.

Minimum Education & Experience:

Graduation from an accredited college or university with a four (4) year degree in recreation or a related field. Two (2) years of supervisory experience and at least five (5) years of experience working in a public recreation facility. Must be able to work a flexible schedule including nights, weekends and holidays as needed. Must possess strong communication, organizational and multi-tasking skills. Must have thorough knowledge of the operation of a recreation facility; thorough knowledge of the principles and practices of recreation planning, programming and operations; ability to establish and maintain effective working relationships with participants, co-workers and the general public; ability to plan, direct and supervise the work of others. Must have experience with Microsoft Office Software including Word, Excel, and Publisher.

Knowledge, Skills & Abilities:

Considerable knowledge of budget preparation and budget management.

Considerable knowledge of human resources management.

Considerable knowledge of sociological, behavioral and cultural aspects of target audience group members for whom programs are planned.

Considerable knowledge of the rules, methods and procedures involved in planning and presentation of recreational activities at a community recreation center.

Considerable knowledge of Federal, State and local laws governing fire, health and safety standards.

Knowledge of the use of a computer in maintaining records.

Ability to work effectively with people of all age groups and to tactfully solve participant disciplinary problems.

Ability to promote recreation programs and activities.

Ability to communicate effectively both orally and in writing.

Ability to plan, schedule, organize and evaluate recreation programs.

Ability to establish and maintain effective working relationships with co-workers, program participants, parents of program participants, volunteers, school custodial and teaching staffs, community groups, subordinate staff, and the general public.