



RICHLAND COUNTY RECREATION COMMISSION

RECREATION DEPARTMENT

POSITION SPECIFICATION

Assistant Park Manager

Starting Salary: \$26,988

General Nature of Work:

Under general supervision of the Park Manager, assists in the planning, organization and coordination of park activities; and in supervising park activities and patrons.

Primary Job Responsibilities:

Assumes the duties of Park Manager in his/her absence;

Assists in planning, organizing, directing and evaluating a diverse, community program of recreational, athletic, social and cultural activities for all age and ability groups at a specified site;

Monitors program effectiveness;

Prepares for and attends staff meetings in the absence of the Park Manager;

Performs responsible technical work managing the operation of a park facility and coordinating facility use; enforces RCRC rules and regulations;

Assists in organizing and scheduling classes at the recreation center; offering a variety of comprehensive classes/park activities, special events and new programs;

Assists the Park Manager in collecting fees and charges and in depositing collections; prepares and submits financial statement; maintains accurate records; monitors program effectiveness;

Schedules the use of buildings and grounds at an assigned recreation site;

Opens and closes facilities as needed;

Assists with RCRC county-wide activities:

Conducts facility safety inspections; prepares and submits maintenance requests; orders and receives all facility supplies, conducts inventories and prepares related reports as required.

Recommends the hiring of part-time staff; assists the Park Manager with the supervision of the premises and part-time staff;

Assumes the duties of Park Manager in his/her absence;

Follows through with the appropriate action to prevent accidents or injuries. Is responsible for immediately reporting any and all hazardous or potentially hazardous conditions in the building and on the grounds.

Minimum Education & Experience:

Completion of a four-year degree in Recreation, Education, Physical Education, or a related field, or any equivalent combination of education, experience and training which provide the required knowledge, skills, and abilities. First aid and CPR certified preferred. Previous work with summer camps, afterschool programs, daycare or interaction with large groups of children. Must also have experience in some aspects of parks and recreation to include sports, art, group games, and/or health and wellness.

Knowledge, Skills & Abilities:

Demonstrates an ability to supervise volunteers and park patrons, prioritize one's own work, the work of others, and establish or negotiate deadlines.

Demonstrates an ability to manage facility programs and projects, define, measure and evaluate results.

Ability to communicate effectively orally and in writing.

Demonstrates an ability to prepare the required activity, accident and inventory reports and coordinate the inventory needs of facility supplies and equipment.

Demonstrates an ability to schedule use, open close, and inspect Parks and Recreation buildings and grounds to maintain safe and functional conditions.

Knowledge of basic financial record keeping.

Ability and willingness to work evenings, weekends, and holidays as needed.

