

RECREATION & EVENTS MANAGER

General Statement of Duties

Performs work to plan, coordinate, implement and supervise recreation programming and events for the Parks & Recreation Department.

Distinguishing Features of the Class

An employee in this class has primary responsibilities for supervision and overall management of programs, events, and staff. Work involves overseeing the planning and scheduling general recreation programs, adaptive and inclusion programming, special events, camps, sponsorships and marketing. Work includes frequent contact with participants, community groups, volunteers, and staff. This position is responsible for the development, supervision, and evaluation of full-time and seasonal staff. This employee must exercise extreme tact, courtesy and professionalism in the daily contact with others. Independent judgment is exercised within the scope of standard operational procedures. Work is performed under the general supervision of the Recreation Superintendent and is checked by observation and by reports. Evening and weekend work hours are required, this position must attend and lead all special events planned in the calendar year.

Illustrative Examples of Work

Oversees recreational events, activities & camps for the town; provides oversight of sponsor recruitment/retention and negotiates contracts for instructors; registers participants; observes and evaluates recreational programs;

Plans and executes all special events and related programs; recruits vendors; selects dates and locations & prepares budget; arranges entertainment; recruits volunteers and part time staff;

In partnership with the Recreation Superintendent; develop new community events, partnerships, and sponsorship acquisitions;

Assists in the coordination with Independent Contractors to work as Program instructors. Ensures contracts are properly submitted through the Town's contract process for approval of Independent Contractors and coordinates check payments for instructors

Creates Program schedule and coordinates staffing for evening and weekend programs with the Recreation Facility Manager

Provides event related financial reports to Recreation Superintendent;

Monitors program operation, reporting attendance, maintenance needs, revenues/expenditures, and programming updates to the Recreation Superintendent;

Assists Recreation Superintendent in budget preparation for programming, camps, staffing, and special events

Establishes and communicates goals and objectives, program/camp needs and priorities;

Resolves conflicts and disputes, dealing with staff firmly, tactfully and objectively;

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires general knowledge of program organization and implementation.

Work requires general knowledge of event coordination

Work requires general knowledge and previous experience of working with children

Employee must have the skill to use a computer and various software applications.

Employee must have the ability to effectively full-time staff and have previous experience in conflict resolution in the workplace

Employee must have the ability to establish and maintain effective communication and working relationships with local officials, the general public, media personnel, and public/private sponsors.

Employee must have the ability to prepare reports.

Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and read extensively.

The worker is subject to both inside and outside environmental conditions and to extreme cold and heat.

Desirable Education and Experience

Bachelor's degree in recreation management. Three to five years of leisure event/program planning and/or supervisory experience; or equivalent combination of education and experience.

Special Requirements

North Carolina class C driver license

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-Exempt