

**City of St. Albans
Program Manager
Recreation Department
Exempt**

Overview of Position

This position performs managerial and supervisory work in planning, organizing, and implementing the work of the City's recreation department. The Department provides diverse recreational opportunities to individuals of all ages, has a \$600,000 operating budget, and is active in all seasons.

Core responsibilities include oversight of daily operations, managing and coordinating program logistics, assisting the director with development of new programming, and supervision of seasonal and part time staff. This position often works in a collaborative, team oriented environment and must also be capable of operating independently with little direction from superiors.

Essential Job Functions

The following are illustrative of duties and responsibilities associated with this position and are not intended to be all inclusive.

- Manages department operations to ensure success and inspire public confidence.
- Develops new and creative programming; ensures quality implementation of programs.
- Assists Director with selecting, training, motivating, and evaluating seasonal and program staff.
- Develops promotional materials for department programs.
- Represents the Department on various boards and at events.
- Serves as Acting Director in absence of Director.
- Supervises recreation events.
- Schedules recreation facilities.
- Conducts and attends training seminars, staff meetings, coaching clinics, professional development and community meetings.
- Manages volunteer requests from the community.
- Recruits, trains and supervises volunteers and coaches.
- Establishes team rosters, schedules leagues and tournaments, enforces rules and regulations of recreation programs as well as facilities.
- Sets up facilities and equipment for programming and events.
- Performs public relation duties such as preparing and distributing flyers, posters and brochures and attending trade shows and wellness fairs representing the department and programming.
- Maintains facilities, equipment, and materials in a safe condition. Operates a motor vehicle (sedan, 15 passenger van and pick-up truck) to monitor program sites, transport participants, attend meetings and deliver materials.

- Performs physical inventories of program supplies and equipment. Move, set up, and remove equipment weighing up to 50 pounds (i.e. folding tables, chairs, tents, sound system, and barricades) to facilitate program delivery.
- Meets scheduling and attendance requirements.
- Performs administrative tasks such as program registration, using telephones, and maintaining correspondence with staff, volunteers, coaches and public inquiries.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Bachelor's degree in relevant discipline preferred.
- Five years of experience in recreation management, education, or comparable field preferred.
- Valid VT driver's license required.
- Demonstrated ability to exercise sound judgment required.
- Ability to demonstrate enthusiasm for the day to day operations of the department in addition to programming and events. Flexibility and a sense of humor are critical.

Work Environment and Physical Activities

While performing the duties of the job the employee is required to communicate frequently with the public and other City staff, operate office equipment, and assist with all recreation functions. The position can be physically demanding at times and may require heavy lifting, working from a ladder, and spending significant amounts of time outdoors. Further, evening and weekend hours are required, particularly before and during major recreation events and City functions.