

TOWN OF GROTON Job Description

Job Title: **Manager of Recreation Services**
Department: Parks and Recreation
Reports To: Director of Parks & Recreation or designee
FLSA Status: Salaried/Exempt
Union/Pay Grade: Non-Union/Salary Level 4
Prepared By: HR
Prepared Date: December 2006, September 2022
Approved By: Town Council
Approved Date: March 2007, November 2022

CLASSIFICATION OVERVIEW

Under the general direction of the Director of Parks and Recreation performs highly responsible and complex work in the administration of the Parks and Recreation Department. Responsible for the general supervision and overall administration of all programs, services, facilities, and special events of the Recreational Services division as well as assists the Director in the overall administration of the Department.

Accountable for ensuring that equal opportunity, diversity, equity and inclusion are integrally tied to all actions and decisions in areas of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification, there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Under the direction of the Director of Parks and Recreation, is responsible for coordinating recreation program management; design, development, implementation, evaluation and analysis of programs and services provided by the Recreational Services division. Responsible for the appropriate use and allocation of resources in order to achieve Recreation goals and objectives. Directly supervises activities, programs, maintenance, and all levels and types of employees.

Coordinates and implements a diverse program matrix of recreational services, focused on equitable availability to all residents. Assists in developing relevant strategy, policy and procedures for efficient, effective, and safe delivery of services. Assess ongoing community needs, evaluating program objectives and outcomes, for alignment with expectations.

Coordinates a comprehensive community outreach program, to include publicity, marketing, and effective engagement, to increase engagement in active recreation, resulting in improved community health and wellness. Ensures Recreation communications, programs and services encompass an inclusionary focus. Prepares monthly reports including financial, statistical and program information. Maintains an awareness of risk management mitigation strategies when delivering services, partnering with other departments as necessary. Maintains awareness of recreation trends, best practices, and current information on programs and services.

Compiles the divisional annual budget for general and special revenue funds; implementing a planned work and activity schedule. Maintains ongoing oversight of the operational budget, managing and approving expenditures.

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Responsible for employee supervision, management, performance, and development. Administers employee orientation and development training. Recommends hires, promotions and disciplinary actions. Assists in succession planning, mentoring and evaluating full-time, part-time, seasonal and contractual employees. Manages annual seasonal hiring process.

Manages the creation of accreditation standards and will maintain ongoing adherence to the standards, as well as policy and procedure. Responsible for managing the usage of Town facilities by other agencies. Facilitates recreational services division activities with the Board of Education and other social and community agencies.

Utilizes effective communication and partnerships in working with boards, commissions, and elected officials. Must possess considerable ability to establish and maintain effective and courteous working relationships with Town officials, public officials, residents, members of the general public, other departments and agencies, co-workers and volunteers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

The Manager of Recreation Services is responsible for projects related to the division as well as activities requiring coordination between divisions and departments. Coordinates the use of volunteers as needed. May be assigned to staff commissions or task forces relative to the division. Coordinates major community events including budgeting, event planning and implementation.

The position requires flexibility in working extended and/or off-hours, including evenings and weekends. Local periodic travel is required.

QUALIFICATIONS/EXPERIENCE AND TRAINING

Skill and knowledge would be acquired with a Bachelor's degree in Recreational Administration, or a closely related field, along with five (5) years experience in a Parks and Recreation agency, or a Master's Degree in Recreational Administration and three (3) years of experience in a recreational agency. A minimum of two (2) years of supervisory experience is preferred. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Criminal background, drug testing, driving record, and other applicable background checks are required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a valid Motor Vehicle Operator's license; First Aid and CPR Training are highly desired, with a six-month achievement goal if not certified; a Certified Parks and Recreation Executive (CPRE) OR Certified Parks & Recreation Professional (CPRP) designation is required.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk; sit; use hands to finger, handle, or feel; and reach with hands and arms, drive; get in and out of vehicles; tolerate exposure to weather and

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environmental allergens. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee will be required to visit off-site locations on a regular basis.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job.

While performing the duties of this job, the employee is periodically exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee will routinely operate typical office equipment, including computer hardware.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.