

TOWN OF BETHANY

JOB DESCRIPTION

TITLE: Youth Recreation Program Manager

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks and Recreation Director

FLSA STATUS: Exempt

Approved: 4-9-2025

POSITION SUMMARY

The Youth Recreation Program Manager must be passionate and motivated to lead successful Youth Recreation programs and activities for the Town of Bethany. Programming is expected to be managed with a high level of coordination, communication and adapt to the changing needs of the community and trends in the field. Ensure the promotion of programming growth, safety, satisfaction and retention through program participation and facility excellence.

The purpose of this position is to assist in planning, organizing, and supervising a comprehensive recreation program for the community including camps, after school, special programs and activities. Evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services. The manager is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. Assumes the duties and responsibilities of the Director in his/her absence. In order to effectively execute and fulfill the responsibilities of the role, the required elements of the job include the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Duties:

- Assist the Director of Parks and Recreation in planning, implementing, and evaluating programs and services provided by the department.
- Assist with the preparation and management of the after school, vacation camp, after camp and youth programs.
- Supervise and manage staff responsible for recreation programs and facility operations.
- Assist with establishing and maintaining budget for various programs and projects.
- Research and develop proposals for new initiatives and improvements to existing programs to engage more community members.
- Develop and implement marketing strategies to promote park and recreational offerings to the public.
- Ensure compliance with state & local laws, regulations, and policies pertaining to parks and recreation facilities and programs.
- Communicate policies and programs to families and promote family participation in special events and programs.
- Evaluate and respond to customer feedback and complaints to ensure high-quality service.
- Recruits, trains, and supervises part-time staff, seasonal employees, and volunteers.
- Conducts performance evaluations and provides training opportunities to ensure program quality and professional growth.

- Represent the department at various community meetings and events to promote awareness and support.
- Duties and responsibilities may be added/removed as needed.
- Attend staff meetings and regular departmental meetings.
- Provide articles, pictures and information for monthly newsletter and reports.
- Teaching instructional classes, coach exciting and new programs when needed.

After-school and After-Camp Responsibilities:

- Oversee the preparation and management of the after school, vacation camp, after camp and youth programs.
- Develop and monitor programs: after-care, vacation camps, adaptive programs, and sports & recreation, ensuring effective operations and high standard.
- Engage with staff members & parents to manage operations of camps and after school.
- Ensure to follow state and local regulations.
- Design and plan a camp curriculum with recreational activities.
- Keeping processes of documentation and records for the camp.
- Direct liaison with parents and maintain a positive relationship with children and staff.
- Orders supplies.
- Be hands-on in rooms to ensure the program is running smoothly.
- Update behavioral policies, procedures for participants and parents as needed.
- Keep organized and updated records for all participants and staff.
- Helps resolve conflicts with children and model positive behavior.
- Set goals, benchmarks, and evaluations for all camp and sports & recreation programs, ensuring follow-through on key objectives.
- Build and energize teams, including camp staff, families, alumni, lay leaders, and stakeholders.
- Establish systems to track progress and evaluate program success, communicating outcomes to relevant parties.
- Implement innovative and engaging programs for children, families, and staff to foster year-round engagement.

QUALIFICATIONS, SKILLS, AND ABILITIES

Required Education and Experience:

- Bachelor's degree from an accredited four-year college with major study in the field of parks and recreation administration, public administration, business administration or a related field.
- Minimum Two (2) years Parks and Recreation program experience or related public sector program management, or an equivalent combination of education and experience
- Minimum Two (2) years' experience programming background in outdoor recreation, special events, and ongoing general recreation activities.
- Minimum Three (3) years of experience directly supervising subordinate staff and managing various projects

Skills and Abilities:

- Excellent interpersonal, verbal, and written communication skills.
- Strong problem-solving and conflict-resolution abilities.
- High level of professionalism and discretion in handling sensitive matters.
- Ability to manage multiple priorities and deadlines in a municipal setting.
- Valid State of Connecticut Driver's License.
- Ability to obtain a CDL-B license.
- CPR and First Aid Certifications.
- Experience working with youth and adults in a recreational setting.
- Proficiency in computer software and report writing skills, specifically in MS Word and Excel.

WORK ENVIRONMENT AND SCHEDULE

- **Office-based tasks:** Administrative duties, budget planning, meetings, reports.
- **Outdoor activities:** Frequently outdoors at parks, recreational facilities, and community events.
- **Varied locations:** Often split between an office, annex, and outdoor parks or recreational facilities.
- **Fast-paced:** Responding to urgent issues, emergencies, or facility problems.
- **Occasional travel:** Attending conferences, meetings, or site visits to other communities for benchmarking.

Schedule:

- **Typical Workweek:** 37.5 hours per week
- **Extended hours:** Evenings and weekends for events, meetings, or community programs.
- **Seasonal fluctuations:** Increased demand during peak seasons like summer or during major community events.
- **Flexible schedule:** May allow for some flexibility to accommodate different tasks or work during high-demand periods.