



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Parks and Recreation Program Manager

Department: Parks and Recreation
Pay Grade: 5
FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to administer and direct comprehensive recreation programs and provide for park maintenance, swimming pool facility operations, and municipal athletic fields. The Parks & Recreation Program Manager must work closely with the Parks & Recreation Director in all discussions and decision making in these areas.

ESSENTIAL JOB FUNCTIONS:

- Responsible for all in-house programming including but not limited to, leagues and tournaments for all age groups
- Responsible for developing practice and game schedules for league and tournaments
- Responsible for coordinating with athletic associations and special interest groups regarding Parks and Recreation Programming
- Responsible for overseeing Program Providers, contracts, scheduling, and bringing a wide variety of Programming opportunities to the Department
- Responsible for supervision of recreational programs and facilities, while enforcing departmental rules and regulations
- Responsible for principles, practices, and methods used in Parks and Recreation
- Responsible for maintaining program equipment
- Responsible for Program Coordinators and recruitment of scorekeepers, officials, and any other Part-Time personnel needed for Programming
- Responsible for communication with the general public in regards to Programming; developing flyers, handouts, brochures, and other aspects for marketing purposes of recreational programs
- Support a Programming budget, bidding of equipment, and ordering supplies
- Responsible for development and implementation of new Programming
- Perform other related duties as assigned

These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Minimum four-year college degree; B.S. Preferably with a Sports Management/Parks and Recreation background or a minimum of 5 years of experience in a related field
- Five (5) years' experience in coaching, sports administration preferably at High School level.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Driver's License
- CPR/First Aid Certified
- DCF Fingerprint Background
- Certified Pool Operator Preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of parks, pools, recreation equipment, and maintenance.
- Knowledge of principal and theory of recreational programming.
- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Skill in dealing with community groups and individuals.
- Ability to communicate both orally and in writing.
- Ability to motivate, develop, and lead subordinate staff on carrying out recreational programming.
- Ability to plan the most cost-effective use of staff and equipment.
- Ability to develop innovative ways of generating revenues for Parks & Recreation facilities.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 45 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Tasks may involve extended periods of standing, or time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

Work is performed in conditioned and non-conditioned environments with the Parks & Recreation Department.

CONDITIONS OF EMPLOYMENT:

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.



Employee Signature

9-10-24
Date



Supervisor (or HR) Signature

9/10/24
Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.