



**Job Title:** Recreation Manager  
**Department:** Grafton Parks & Recreation  
**Status:** Non-Exempt  
**Benefits:** Sick, Vacation, Pension, Insurance, & Free Program Registration  
**Salary Range:** DOE  
**Supervisor:** Director of Parks & Recreation

### **ESSENTIAL JOB DUTIES**

- Front Office: answer phones, schedule use of facilities, accept and enter registration forms and payments, email, updates on website and Facebook and other general office tasks.
- Professional tasks: Assist, plan, develop, schedule, and implement a comprehensive year-round city-wide parks & recreation program that includes youth & adult sports, special events and tournaments and assist with other Park and Recreation Activities/Facilities.
- Program and Facilities tasks: Manage program registration, rosters, mailings, and collection of fees. Responsible for all baseball league scheduling and updating and posting of standings on the Website. Promote programs through advertising, seasonal brochures, flyers, pamphlets, ads and other public relation materials. Review and evaluate the success of programs and make recommendations based on performance. Prepare statistical and narrative reports.
- Communicate internally with Director, Business Manager and Facilities Manager regarding program operations and facility maintenance and scheduling. Perform related tasks as required for the department.
- Recruit, train, supervise and evaluate assigned part time, seasonal and contractual staff members and volunteers.
- Maintain and communicate all reservations of the campground to campground host. Also maintain accurate records of campground use and payments.
- May be required to physically set up programs and lift more than 30 pounds.
- Evening and weekend hours may be required on occasion.

### **JOB SPECIFICATIONS**

- Effective organizational and interpersonal communication skills
- Evidence of superior written and oral communication skills
- Requires high level of creativity and resourcefulness
- Requires the ability to set and achieve goals through effective decision-making
- Demonstrated leadership within groups
- Ability to manage multiple tasks with a variety of groups to include staff (full and part-time), volunteers, and media

### **WORKING CONDITIONS**

- Computer and printer
- Public contact on daily basis

### **REQUIREMENTS**

- Preferences include good computer skills, communication skills and previous experience in planning activities.
- Ability to work with limited supervision
- Ability to attend all Grafton Parks and Recreation events including some weeknights and weekends
- High School Diploma or Higher Education