



Job Title: Recreation Manager

Department: Grafton Parks & Recreation

Status: Exempt

Benefits: Sick, Vacation, Pension, Insurance, & Free Program Registration

Salary Range: \$36,000 – \$39,000

Supervisor: Director of Parks & Recreation

ESSENTIAL JOB DUTIES

- 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. 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.
- Help maintain and communicate all reservations of the campground to campground host. Also help maintain accurate records of campground use and payments.
- Front Office: help answer phones, schedule use of facilities, accept and enter registration forms and payments, email, updates on website and Facebook and other general office tasks.
- Will be required to help set up activities and lift more than 30 pounds.
- Minimal evening and weekend hours required.

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 Grafton Parks and Recreation events
- High School Diploma or Higher Education