Chittenden Central Supervisory Union
Job Description

JOB TITLE: Assistant Director of Programs - Essex Junction Recreation and Parks
FLSA STATUS: Exempt
UPDATED: March 2, 2007

POSITION OBJECTIVES:
Work as part of a team to effectively plan, organize, administer, implement, market and supervise a comprehensive and diversified recreation and parks department consistent with the strategic plan to ensure the success of the programs and activities offered.

PRIMARY OVERSIGHT AND ACCOUNTABILITY:
Position is primarily responsible for the planning, staffing, implementation, maintenance, oversight, and marketing of all outdoor recreation programs, youth/adult sports camps/leagues, youth/adult enrichment programs, senior programs, and the pool maintenance/staffing. Position is also primarily responsible for the development, implementation and marketing of new programs and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Program/Event Management and Supervision
- Oversee the operation and implementation of assigned recreation and parks programs and activities including, but not limited to, budget monitoring and control, program evaluation, and scheduling and coordinating programs/activities.
- Plan, coordinate, implement and supervise assigned recreation and parks programs, activities, and special events, which may include daytime, evening and weekend programs.
- Review and evaluate assigned programs, activities, and special events. Make recommendations for future events, program improvements, and program continuation.
- Serve as liaison and coordinate activities with other community organizations.
- Develop, design and recommend new programs, activities, special events to the Director in keeping with department goals/objectives: plan, organize, and implement the new programs/activities/events as approved.
- Work with the Assistant Director of Administration to organize, coordinate, and facilitate the implementation of the logistical needs of the assigned programs/functions, including, but not limited to, arranging for necessary facilities, staffing, scheduling, and advertising/promotion.
- Develop and maintain inventory of program supplies and equipment for assigned programs: allocate appropriate supplies and equipment to respective programs and facilities; ensure all equipment is safe and operational.
- Respond to questions and complaints related to assigned programs and/or functions. Bring unusual matters to the attention of the Director for guidance and direction.
- Attend various meetings as required for administration of a recreational program or as requested by the Director.
- Provide on-site supervision and oversight of assigned programs.

Finance and Administration
- Monitor and approve purchase requisitions related to assigned programs.
- Monitor expenses and revenues of assigned programs in accordance with the approved/modified budget. Run periodic financial reports from RecTrac for the Recreation and Parks department as requested by the Director. Be able to present these financial reports to the Recreation Director and Prudential Committee.
- Research grant opportunities that are available related to assigned programs and make recommendations for the procurement of grants to the Assistant Director of Administration. Provide necessary program data to the Assistant Director of Administration needed as part of the grant application process.

- Maintain detailed and accurate records, using RecTrac and other software, for enrollment, budgets and evaluations of assigned programs, activities, and special events.
- Coordinate, initiate, prepare, process and/or monitor a variety of forms, records, schedules, reports and other documents related to assigned programs involving background research, compiling and analysis of data from a variety of sources.
- Participate in budget planning for assigned programs.

Personnel Management

- Supervise staff within assigned programs to include interviewing, hiring, training and issuing contracts to employees; planning, assigning, and directing their work; evaluating performance; rewarding and disciplining; and addressing complaints and resolving issues. Oversee and assist the coordinator of each assigned program with the supervision of assigned staff.
- Recruit, coordinate and oversee the supervision of volunteers within assigned programs.
- Work with the Assistant Director of Programs to identify staffing needs.

Grounds and Maintenance

- Works with the Grounds and Facilities Maintenance Technician to ensure fields are properly and timely lined for use within assigned programs.
- Bring to the attention of the Assistant Director of Administration any capital/building improvement purchase needed to ensure the safety of our program participants, and the effectiveness/success of the programs.

Marketing

- Design and create effective tools designed to market recreation and park programs/activities/special events through a variety of media, which may include, but is not limited to public service announcements, print/radio/television advertising, news releases, photography, fliers through the schools and school visits.
- Identify, attend and participate in a variety of community events as a representative of EJRP in order to establish a relationship with the community.
- Research the needs and desires of the community for effective program implementation, design, and development.
- Actively promote the importance of recreation and parks within the community. Serve as an advocate for getting the community involved in the EJRP programs.
- Develop new/improved creative marketing programs designed to increase program participation and community involvement.
- Provide the Assistant Director of Administration with needed information to create the fall, winter/spring and summer brochures.

Other Professional Duties

- Confer and communicate regularly with Director, Assistant Director of Administration, department personnel, district personnel, and relevant internal and external organizations and individuals to plan, coordinate and evaluate programs, activities, projects, special events and policies. Exchange information and resolve conflicts.
- Attend Recreation and Park state and local association meetings and volunteer for committee assignments with approval from the Director.
- Travel to conferences and workshops where subject matter will enhance recreation and park services that are offered through Essex Junction Recreation and Parks.
- Seeks out and actively participates in opportunities for professional development (i.e. classes and certifications) to enhance recreation knowledge and abilities, to support Recreation Department goals and strategic plans, and/or as may be directed by the Recreation Director.
- Design procedures or make recommendations to the Director that will enhance or improve the effectiveness and efficiency of department within the available resources.
- In coordination with the Assistant Director of Programs, manages and supervises the Recreation and Parks Department in the absence of the Director.

- Fills in for and/or assists the administrative and/or department secretary in the performance of registration procedures and other office duties as necessary.
- Fills in for and/or assists the Assistant Director of Programs in the performance of his/her duties as requested.
- Perform related duties as assigned by Recreation Director.

SUPERVISION RECEIVED:
Reports to, supervised and evaluated by, and receives general administrative direction from the Recreation and Parks Director.

SUPERVISORY RESPONSIBILITIES:
Manages up to 20 subordinate supervisors within various programs throughout the 12-month calendar year, who supervise a total of up to 125 employees/volunteers within the Parks and Recreation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and Experience. BA or BS in Recreation, Leisure Services or other appropriate discipline plus a minimum of two years experience in recreation supervisory capacity, or a combination of education and experience from which comparable knowledge and skills are acquired. Have extensive background with a wide variety of recreational programs and activities with direct experience in planning, organizing and leading a diversification of recreation activities. Also, must possess a working knowledge of the philosophy, principles, and objectives of community recreation programs.

Certifications and Licenses.
- Must be a Certified Parks and Recreation Professional (CPRP) or be eligible for certification within two years.
- Must be certified in First Aid and C.P.R.
- Must hold a valid Vermont's driver's license and have their own vehicle; must hold or be able to obtain a school bus endorsement.
- Interest and ability to continue to take classes and certifications to enhance recreation knowledge and abilities.

Language Skills: Proficient ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Proficient ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills and Experience: Advanced level computer knowledge and skills essential with proficiency in Microsoft Office (including Word, Excel and Powerpoint). Proficiency with RecTrac or similar recreation database program also required.

Reasoning Ability/Mental Requirements: Proficient ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Communication & Interpersonal Skills: Ability to relate and work with a variety of people, age groups and interests while maintaining effective communication and relationships with the public, staff and participants.

Work Schedule: Flexibility in the work schedule to include evenings and weekends with the ability to respond to security calls during non-working hours in the evening and on weekends as well.

Great organizational skills and creative marketing ideas are a must.

PHYSICAL EFFORT AND STRESS

While performing the duties of this job, the employee is constantly required to stand; walk; see, talk and hear. The employee is occasionally required to climb/balance and stoop, kneel, crouch, or crawl. The employee must frequently lift, carry and/or move up to 75 pounds; drive; push or pull; and reach with hands and arms. On a regular basis the employee is using hands and fingers for dexterity and using the computer. The employee is also frequently handling stressful situations and resolving conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

The employee is occasionally coming into contact with fumes/odors, hazardous materials/infectious diseases, hazardous equipment, and high working places. The employee is regularly dealing with dirt and dust and must drive on a regular basis. There is also constant contact with outside weather conditions. The noise level is moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.