

# **Kankakee Valley Park District**

## **Job Description**

**Title:** Recreation Program Manager

**Employment Category:** Full Time

**Classification and Grade:** Recreation/Salaried

**General Statement of Duties:**

The Recreation Program Manager is responsible for the planning, supervision, operation, and evaluation of assigned programs and services.

**Supervision Received:**

Supervised by the Superintendent of Recreation.

**Supervision Exercised:**

Assists the Superintendent of Recreation in the supervision of part-time and seasonal recreation department staff and contracted workers such as instructors.

**Essential Job Functions:**

1. Organizes and manages a variety of recreation programs, acts as program instructor when necessary and in the best interests of the park district.
2. Keeps program records for the purpose of evaluating the success of assigned programs, collects reports, attendance records, accident and incident reports, and participant evaluations.
3. Monitors budget. Creates program budgets for each fiscal year.
4. Responsible for set up, take down, and clean up of facilities following the completion of assigned recreation programs.
5. Recommends and enforces program participation rules and monitors conduct and behavior of groups involved in park district activities. Informs supervisor of inappropriate behavior.
6. Maintains inventory of equipment. Sees that appropriate equipment is available for programs and that equipment is returned in good condition. Responsible for the proper storage of recreation program materials and equipment.
7. Instructs program participants in the proper use of equipment and facilities. Reports incidents of unsafe equipment. Recommends to the Superintendent of Recreation ideas for improved program safety.
8. Assists in the marketing and promotion of recreation department programs included but not limited to writing news releases, distribution of flyers, pamphlets, brochures, schedules, memos, and other forms of communication. Handles program inquiries and works closely with the registration desk in communicating program information to the public.
9. Implements new programs and makes modifications to existing programs to meet the residents' needs.
10. Communicates frequently to the Superintendent of Recreation on the progress of assigned programs and activities.

11. Works closely and cooperates with the Parks Department in the scheduling of recreation programs in district parks and facilities.
12. Performs other duties as assigned.

**Qualifications:**

1. *Education:*
  - a. Bachelor's Degree in Parks and Recreation or related field from accredited college or university.
2. *Experience:*
  - a. One year work experience in a recreation setting in the organization and supervision of recreation programs and services.
3. *Knowledge and Abilities:*
  - a. General knowledge of recreation program planning.
  - b. Ability to relate positively to program participants.
  - c. Ability to communicate effectively both orally and in writing.
  - d. Knowledge of current recreation program trends and ability to implement new programs in the community.
  - e. Ability to generate and increase program participation.
  - f. Ability to type and utilize computers.
  - g. Ability to lead and maintain effective working relationship with the public, co-workers, volunteers, sponsors, and other organizations with which the district cooperates closely.
4. *Licenses/Certifications:*
  - a. Must have a valid Illinois Driver's License and be able to provide own transportation.
  - b. CPR, AED, and Standard First Aid Certification.
5. *Psychological Considerations:*
  - a. Capable of communicating and working effectively with the public.
  - b. Ability to recognize priorities and meet deadlines.
  - c. Ability to accept constructive criticism and/or supervision.
6. *Cognitive Considerations:*
  - a. Employee must be able to communicate (verbally and in writing) in English and have the ability to read and understand materials printed in English.
  - b. Must possess good organizational skills.
  - c. Must possess knowledge of word processing skills and ability to operate a computer.
7. *Physical Requirements:*
  - a. Physical condition adequate to properly supervise assigned programs, classes or special events.
  - b. Long periods of sitting, standing, walking, reading or typing.
  - c. Moderate lifting up to 25 pounds.