



## **Columbus Parks and Recreation Department Position Description**

**Position Title:** Recreation/CGC Program Manager  
**Application Deadline:** May 30, 2019  
**Status:** Full-time, FLSA Exempt, Safety Sensitive  
**2019 Salary Range:** \$47,947 to \$59,933  
**Department:** Parks and Recreation  
**Reports to:** Director of Parks & Recreation  
**Supervises:** 1 Full-Time Employee - Assistant Recreation/CGC Program Manager  
30-35 Part-time/Seasonal Employees - Recreation Staff Members/Leaders

### **Summary of Functional Responsibilities:**

- Developing, documenting, evaluating, improving, and executing the processes involved with recreation programs, special events and gymnastics programs (in cooperation with the Assistant Recreation/CGC Program Manager).
- Direct day-to-day office operations.
- Oversee all budgets for recreation programs, special events and Columbus Gymnastics Center.
- Maintain a good working relationship with community partners, local businesses, community members and volunteers.
- Provide the entire community with the highest quality parks and recreation services in a professional and friendly manner.

### **Specific Duties of the Position:**

- Oversees the management, implementation and continuous improvement of the programming for recreation programs, special events and gymnastics programs (in cooperation with the Assistant Recreation/CGC Program Manager). Examples of programs and special events include: day camps, playground programs, field trips, concerts, inclusive programming, After Prom, etc.
- Plan and prepare yearly business plans (participation, revenue, expense) and goals with measureable results for recreation programs, special events and gymnastics programs (in cooperation with the Assistant Recreation/CGC Program Manager).
- Maintain expenses at or below budget while monitoring revenue goals.
- Work directly with the appropriate staff to plan and prepare yearly capital and operating budgets for recreation, special events and gymnastics.
- Monitor industry trends by participation in professional organizations, attending conferences and workshops, subscribing to relevant research articles. Explore creative options to stay up on those trends and report those ideas to the Director of Parks and Recreation.
- Participate in various board meetings and maintain a good working relationships with all user groups, partnerships and volunteers.
- Implement, evaluate and improve management plans for recreation programs, special events and gymnastics programs (in cooperation with the Assistant Recreation/CGC Program Manager).
- Meet regularly with your direct report, full-time, part-time and seasonal staff regarding daily operations and schedules.
- Responsible for overseeing the recruitment, selection, training and termination for all full-time, part-time, and seasonal positions in cooperation with the Assistant Recreation/CGC Program Manager.

- Evaluate and maintain inventory of supplies and other items needed to carry out management plans in cooperation with the appropriate staff.
- Works in cooperation with the Marketing Coordinator to maintain content of multiple social media outlets and to advertise various programs and events.
- Works in cooperation with Project and Resource Development Director to procure sponsorships for various programs and events.
- Establish, foster and maintain working relationships with various user groups and partners; establish and maintain contracts.
- Prepares and tracks invoices and payments.
- Promotes safety and quality in all recreation programs and events.
- Works collaboratively with staff to manage reservations of facilities and parks (includes contracts, payments, and scheduling).
- Primary contact for special events and requests for rental of Mill Race Park and the Amphitheater.
- Submit work orders to Parks Operations staff for any repairs, event support for recreation and special event programs, park and facility rentals, and the CGC facility.
- Consistently enforce and educate staff regarding City of Columbus, Parks and Recreation Department and Columbus Gymnastics Center policies.

**Education and Experience:**

- Bachelor's Degree, Master's Degree or equivalent work experience in recreation, physical education or related field.
- Proficiency in Microsoft Office and ability to learn our registration system.
- Good written and oral communication skills and the ability to interact with community, state and national organizations.
- First Aid/CPR/AED certified or the ability to do so upon hire (resources provided).
- Must have a valid Indiana Driver's License and maintain it at all times. Must have good driving record, sufficient to be covered by city insurance as a driver while on duty.

**Judgement:**

- Work is of a high degree of difficulty and complexity and is performed under direction of the Director of Parks and Recreation, with considerable latitude granted for exercise of independent judgment.

**Supervisory Responsibility:**

- Supervises full-time Assistant Recreation/CGC Program Manager.
- Oversees and supervises part-time and seasonal staff for recreation programs and special events.

**Relationships Responsibility:**

- Must be able to work with customers (internal & external) and fellow employees to keep service at the highest standard possible.
- Motivate, lead and evaluate the performance of full-time, part-time, and seasonal positions.

**Working Conditions:**

- More than ordinary exposure with considerations of weather and pressures resulting in stress or other job-related inconveniences.
- Will sometimes work evenings, weekends and mandatory overtime in order to effectively manage recreation programs and special events.