

## **Manager, Parks & Recreation - Draft 1/22**

### **JOB PURPOSE**

The Manager, Parks & Recreation for the Town of Millville, is responsible for the development, design, operation, and oversight of all activities at Evans Park and future park installations. This includes the review of current event lease policies and contracts at Evans Park, park related web site and recommendations to enhance and improve current policies.

Development of short- and long-term plans for hosting year-round activities for the Town of Millville. This includes budget development, financial impact, design, and implementation of cultural, recreational, seasonal events, concerts, and activities to enhance the experience and lives of town residents.

Oversight of all contracted group events at community center.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- The following statements describe the principal functions of this newly created position but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned or required, including work in other related functional areas.
- Plans, develops, promotes, and serves as operations manager for all town sponsored/hosted programs, activities and events at Evans Park and future expanded park areas.
- Develops annual parks plans, budgets, fee schedules, and policies.
- Manages and inspects all ground maintenance and building maintenance. This includes work performed by outside contractors, volunteers, yourself, or other staff.
- Monitors all revenue and expenditures in area of supervision and prepares billing invoices, purchase orders/requests and check requests.
- Prepare RFP's and specifications, bid process, evaluation and make recommendation for selection.
- Solicits and secures business support sponsorships for programs and events.
- Plans coordinates and executes approved special events, activities, recreational programs. Related duties including coordinating staffing, contract personnel, activity logistics.
- Evaluate programs and activities for effectiveness and value to the recreation program and community residents.
- Maintain, track and document any injuries, damage or vandalism within the park and report to appropriate authorities.
- Create a social media presence for the recreation department, write press releases and cultivate local media coverage of activities.
- Serve as a liaison to and meet with prospective clients, residents, community clubs and others for facility rental.
- Ensures Town calendar of events including contracted activities are accurately listed. This may include the actual scheduling of events and maintenance of the scheduling system.

- Prepare or review facility rental contracts and all billing.
- Responsible for web site content, accuracy, and updates.
- Required to work at appointed hours and days, including some weekends and evenings in the execution of town sponsored activities

## **MINIMUM REQUIREMENTS & QUALIFICATIONS**

- **Education:** Bachelor's degree in Parks and Recreation Administration or related field or four years' experience in a town or municipal recreation agency with a focus on outdoor recreation programming and community center operations.
- **Experience:** Two (2) to (4) years of progressively responsible work experience in a parks and recreation department.
- **Computer/System Skills:** MS Office and overall computer proficiency.
- **Certificates, Licenses, Registrations:** Preference given to those with a Certified Parks and Recreation Professional (CPRP), CPR and First Aid Certification required within six months of hire. Playground Safety inspector certification within 18 months of hire. Failure to achieve these certifications will be grounds for dismissal.
- **Other Requirements:** Ability to stand for long periods of time and walk up to two miles. Ability to lift up to 15 lbs.

## **COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)**

- Skill in organizing, planning, and prioritizing work; developing specific goals and plans to prioritize, organize, and accomplish work.
- Skill in coordination; adjusting actions in relation to others' actions.
- Skill in writing; communicating effectively in writing as appropriate for the needs of the audience.
- Skill in speaking; talking to an audience, talking to others to convey information effectively.
- Ability to suggest and/or implement actions to improve operations and develop the Parks & Recreation department plans.
- Ability to creatively use resources to increase the efficiency and effectiveness of work performed.
- Ability to manage activities from implementation to execution.
- Ability to work on routine tasks independently and confer with supervisor, park commission, on complex work assignments or unusual requests.
- Ability to work effectively in a small staff environment.
- Ability to collaborate and coordinate diverse groups.

The Town of Millville is an Equal Employment Opportunity employer.

Salary & Benefits – TBD including access to housing and/or housing stipend.

Reports to – Town Manager

Direct Reports – Anticipate 1 fulltime or seasonal employee

Manager, Parks & Recreation 01/22