



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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## RECREATION PROGRAM MANAGER PARKS, RECREATION AND WATERFRONT

**POSTING DATE:** September 3, 2015  
**RATE OF PAY:** \$51,963/year  
**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** Open Until Filled  
**POSITION STATUS:** Regular Full Time  
**CLASSIFICATION GRADE:** 18  
**UNION:** Non-Union

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is responsible for planning, organizing, staffing directing, controlling, budgeting and evaluating recreational programs.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plan and promote leisure education programs to encourage participation in recreational activities.
- Procure, inventory, and issue supplies, equipment and instructional materials in programs and events.
- Organize the planning, departure and return of fieldtrips sponsored or coordinated by the department.
- Publicize programs and activities through appropriate media in accordance with department procedures and policies.
- Prepare and submit reports, records of activities to the Superintendent of Recreation as requested.
- Develop and coordinate staff training programs for part-time, seasonal and volunteers.
- Formulate, monitor and allocate budget resources among various recreation programs.
- Analyze community recreation trends and evaluate local demands in order to provide balanced recreation offerings.
- Select, evaluate and supervise part-time, temporary, seasonal, contractual and volunteers.
- Promote positive working relations with public, private, voluntary and commercial agencies sponsoring and co-sponsoring activities and services with the department.
- Develop system for collection of fees and charges for recreational activities and events.
- Prepare and administer contracts and agreements with local and state level agencies.
- Design procedures and make recommendations to Superintendent of Recreation for the effective and efficient use of department and community resources.
- Establish pricing for recreation programming.
- Establish recreational program standards and submit to Superintendent of Recreation for review annually.
- Recommend, project and execute budgetary revenues/expenses.
- Provide information to Marketing and Outreach Manager to assist in the preparation of fund raising and grant applications as needed.
- Assume Superintendent of Recreation duties in his/her absence.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Bachelor's degree in Community Recreation or related field with 5 years of progressive supervisory experience. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Two years' experience in supervision/administration of Athletic, Physical Education Recreational Services required.
- Must be able to obtain and maintain a CPRP, certification from state and national professional associations.
- Knowledge of the principles and practices of recreational and athletic services program administration required.
- Proficient in Budget Management and projection.
- Ability to obtain and maintain a valid driver's license required.
- Knowledge of public recreation programming philosophy.
- Ability to recruit, train and supervise professional and seasonal staff.
- Ability to communicate effectively, both orally and in writing, with staff members and the public.
- Ability to work with groups and coordinate multiple activities simultaneously.
- Ability to interact with parents and school officials in a professional and courteous manner.
- Ability to establish/maintain effective working relationships with City staff and the general public.
- Ability to enforce disciplinary measure in a constructive manner.
- Ability to attend training and conference after normal working hours.
- Ability to work evenings weekends and holidays.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.