

## **RECREATIONAL ACTIVITIES MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional recreation work involving responsibility for planning, organizing, promoting and supervising several major segments of a community recreational program including athletic, playground and recreation center events as well as special activities. The work differs from that of the Recreational Facilities Manager in that the latter is primarily concerned with the activities of town-owned facilities such as the golf course, swimming pools, ballfields and parks. The work is performed under the direct supervision of the Director of Parks and Recreation. Supervision is exercised over recreational personnel such as program specialists, leaders and aides. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and plans a variety of recreational programs and activities at eleven playground sites, field trips, three-season activities for teens and senior citizens, special events, concerts, etc.;

Finalizes program plans by selecting sites, ordering supplies, interviewing potential employees, arranging traffic control, making all necessary contacts, etc.;

Conducts and oversees registrations, keeps records and makes reports and keeps track of budget expenditures;

Prepares brochures, articles, flyers and posters in order to publicize programs;

Participates in some programs by acting as a leader or chaperon and providing supervision to subordinates.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the theory, principles and practices used in the management of recreation programs; good knowledge of leisure behavior; good knowledge of community recreational needs and interests; good knowledge of the facilities and equipment related to recreational programs; ability to organize, develop and maintain a comprehensive recreation services program; ability to supervise the work of others; ability to communicate with other organizations and the public, both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Recreation, Recreation Administration or related field and two (2) years of supervisory or managerial experience in the conduct of recreation activities which included program planning.

### **NOTES:**

1. A Master's degree in Recreation, Recreation Administration or related field may be substituted for one (1) year of the required experience.
2. An additional year of the required experience may be substituted for the specialized major course of study.