



**The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.**

**Job Title:** Programs and Special Events Manager

**Reports To:** Jamestown Parks and Recreation Executive Director

**Starting Salary Range:** \$50,000- 75,000

**Classification:** Supervisory Exempt

**Location:** Jamestown Parks and Recreation

**Job Summary:** Under the general supervision of the Executive Director of Jamestown Parks and Recreation the Programs and Special Events Manager will perform duties in developing, managing, supervising, marketing, staffing, sales, and rental/scheduling for JPRD youth and adult recreation programs, activities, and special events.

**Essential Duties and Responsibilities:**

- Develops and monitors Programs and Special Events annual budget.
- Develops and implements policies and procedures with approval from Jamestown Parks and Recreation Board of Commissioners and Executive Director.
- Oversees the coordination of daily operations, programs, and all events and activities of the Programs and Special Events department.
- Oversees the development and implementation of the JPRD Programs and Special Events marketing strategy including attending special events and interacting with community groups.
- Assures a positive guest service experience for all participants.
- Oversees rentals, registration processes, and all other cash flow procedures.
- Oversees daily operations including hiring, training, scheduling, performance, and evaluation of personnel.
- Participates as an engaged member of the JPRD Management Team and works closely with the Jamestown Parks and Recreation Board of Commissioners and other departments and staff within the district.
- Will work varied hours according to league, program, and event schedules. Nights and weekends will be required periodically.
- Perform other related duties as assigned.

**Qualifications:**

**Education and Experience**

- Bachelor's degree in Municipal Recreation Management, Athletic Administration, Sport and Recreation Management, or a closely related field.
- Two to three years of experience of program management.
- Any combination of education, training and experience that demonstrates the ability to perform the duties of this position.

**Knowledge, Skills and Abilities**

- Knowledge of operational policies, procedures, accepted standards, and methods of the recreation field to meet the leisure needs of the community.

- Considerable knowledge of recreational activities including rules, sports fundamentals, tournament organization, etc.
- The ability to work in stressful situations and to have the necessary interpersonal communication skills to resolve conflict without controversy.
- Ability to establish and facilitate cooperative working relationships with employees to work effectively and collaboratively.
- Ability to effectively supervise the work of the assigned personnel and accomplish the completion of assigned programs and projects.
- Verbal and written communication skills.
- Able to work independently and as a member of a team.
- Must have a valid driver's license.

**Working Conditions and Physical Requirements:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in an office and outdoors, occasionally in hot or inclement weather. While performing the duties of this job, this employee is frequently required to use fine motor skills to operate a computer, keyboard, and mouse and must sit, stand, walk and kneel. In addition, must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

**Direct Reports:**

- Recreation League Supervisor
- Program Coordinator
- Referee/Official
- Scorekeeper
- Warming House Attendant
- Bunker Attendant
- Parks Program Attendant
- Trail Groomer
- Coach

<b>Approved by:</b>	Board of Commissioners
<b>Date approved:</b>	<i>March 8, 2022</i>
<b>Reviewed:</b>	March 8, 2022