



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

**Our Core Values:** Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

**Job Title:** Programs and Special Events Manager  
**Reports To:** Executive Director  
**Classification:** Supervisory II  
**Salary Range:** \$57,750-\$84,000 + Benefits  
**FLSA Status:** Full time Salary Exempt  
**Location:** JPRD Administrative Office & TRAC, Jamestown, ND 58401

**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:**

- Provide and enhance services in the existing Core Program Areas to include annual program evaluation, review and updating age segment analysis, and life cycle review of the program portfolio.
- Develops and monitors Programs and Special Events annual budget.
- Seeks sponsorship and alternative funding sources to offset program and special event costs.
- 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.
- Upholds JPRD values and works to fulfill the mission of the organization.
- Will work varied hours according to league, program, and event schedules. Nights and weekends will be required periodically.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

#### **Qualifications:**

##### **Education**

- Bachelor's degree in Municipal Recreation Management, Athletic Administration, Sport and Recreation Management, or a closely related field.

##### **Experience:**

- 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.
- Prior staff supervisory responsibility preferred but not required.

##### **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.
- All candidates are subject to a background check and must pass a drug and alcohol test.

**Working Conditions:**

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 job operates in a professional office environment requiring routine use of standard office equipment such as computers, phones, photocopiers, and filing systems.

**Physical Requirements:**

While performing the duties of this job, this employee is in an outdoor and indoor setting where he or she may be subject to noise and distraction; may require muscular exertion and/or physical strain; requires use of fine motor skills to operate a computer, keyboard, and mouse, and must sit, stand, walk, bend, stoop, crouch and kneel. 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:** This position has direct supervision over part-time staff. Positions include;

- Recreation League Supervisors
- Program Coordinator
- Referee/Official
- Scorekeeper
- Warming House Attendant
- Bunker Attendant
- Parks Program Attendant
- Coaches

**AAP/EEO Statement:**

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	Board of Commissioners
<b>Date approved:</b>	March 8, 2022
<b>Reviewed:</b>	
<b>Date:</b>	10/23/2023