

ASSISTANT CITY WIDE PROGRAM MANAGER

SALARY: \$19.25

HOURS: Up to 40 hours a week

DAYS: Sunday- Saturday

REPORTING TO: Park and Recreation Program Director/Planner and the Youth Coordinator.

TRANSPORTATION: A reliable car is necessary. Managers will be asked to travel for work related purposes. Failure to have a vehicle 3 days over the summer will result in termination and ineligibility for rehire.

TRAVEL EXPENSES: Yes. Employees will be reimbursed for mileage.

QUALIFICATIONS: Must be mature, possess a positive attitude, and a willingness to lead by example.

Previous experience in school/recreation related field is required.

CPR/AED for the Professional Rescuer and First aid required.

DUTIES: To develop, create, and implement the Program.

To work with all Tiny Tot Programs, Youth Adventure Programs, Specialty Programs, Arts & Crafts, etc. on a daily basis.

RESPONSIBILITIES:

1. To establish with the Recreation Planner and Youth Coordinator the philosophy/objectives of the programs.
2. To recommend for hiring staff that will be needed for the programs.
3. To help develop and implement all training sessions needed for the programs.
4. To develop a Supplies List Policy and make sure all materials needed for the programs are available.
5. To implement a program clean-up policy/procedure at the areas that will be used on a daily basis.
6. To make sure all participants have been properly registered for the various programs.
7. To maintain payroll and distribute checks.
8. To help establish and implement rules and regulations for all programs.
9. To schedule staff appropriately for daily programming.
10. To carry out Departmental Policies.
11. To oversee the daily operations of all programs.
12. To plan weekly activities.
13. To provide all supplies for the weekly activities.
14. To provide a weekly recap of program highlights for the Recreation Program Director or Youth Coordinator.
15. To interact with other program staff when appropriate, and maintain and open dialogue about the programs.
16. To conduct two staff and one program evaluation.
17. To be the liaison between office/staff/parents for the various programs.
18. To keep a step-by-step book containing information dealing with the various programs.
19. Turn in the program information to the Recreation Program Director/Youth Coordinator at the end of the program
20. To meet with the Park and Recreation Program Director or Youth Coordinator daily.
21. To handle all program related situations as they might occur.
22. To work special events such as Folk Festival, National Night Out, and any others as assigned by the Program Director/Planner or Youth Coordinator.
23. To arrive to work on time and in uniform.
24. To have a reliable car on a daily basis and be able to travel for work related duties.
25. Interact with parents, children, staff, and other employees in a professional and respectful manner.
26. To be a liaison between the Recreation Office, Site Managers, and parents.
27. Oversee covid protocols as determined by the Department, Board of Health and state Health Department.

28. To perform all other duties as needed.

