

## **PROGRAM AND ACTIVITIES MANAGER**

Pulaski County

**Department:** Parks & Recreation

**Reports to:** Parks & Recreation Director

**Supervision Exercised:** Supervision of any subordinate full and part-time staff as well as volunteers involved in Pulaski County Parks & Recreation sponsored activities, programs and/or events.

**Supervision Received:** Under the general supervision of the Parks and Recreation Director.

**Classification (FLSA):** Non-Exempt, Full-Time

**Work Hours:** Flexible work schedule with availability to work evenings and/or weekends in accordance with community needs during certain times of the year.

**ESSENTIAL FUNCTIONS:** Responsible for developing, planning, and coordinating activities, programs and events for youth, adults and senior citizens of Pulaski County.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The Employee must successfully pass a drug and alcohol test as well as a background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required. Must be certified in CPR and First Aid. Physical presence on the job is required.

### **RESPONSIBILITIES:**

- Responsible for creating, planning, and implementing activities, programs, and events
- Identify and meet the activity and program needs of the citizens in the community
- Ensures funds are used effectively and efficiently for the improvement of community events, programs, and activities needed
- Monitors pool and summer camp activities
- Organization and scheduling of weekend travel ball tournaments
- Works actively with other staff, supervisor, and volunteers to facilitate a safe and fun experience
- Ensures required staff and materials are available and prepared for events or activities.
- Evaluates the success of each activity, event, or program and identifies opportunities for improvement in the future
- Develops and maintains accounting records for assigned programs, events, activities, and outings

- Develops and maintains relationships with vendors used in events, activities, outings, and programs
- Provides for risk management practices; ensures safety rules, regulations and procedures are followed; ensures employees and volunteers are trained
- Ability to collaborate with other organization, businesses, and surrounding areas for partnered events
- Coordinates facility usage with county staff as well as outside organizations
- Logs in purchases for approval of supplies and operating inventory for department programs

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work cordially and professionally with staff members and the general public
- Knowledge of planning and implementing activities, programs, and events
- Ability to be professional, alert, courteous, and tactful with others
- Understanding of recreational, social, and cultural needs of the community
- Strong communication skills
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to supervise and manage individuals in large settings
- Must be willing to work evenings, weekends, and holidays
- Must be CPR and First Aid certified
- Knowledge of general and safety procedures
- Ability to resolve conflict and problem solve
- Knowledge of budgeting, planning, and coordinating activities involving youth and adults

**ADA REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position also requires frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses. This job operates in a professional capacity at all times. Work is performed under various climatic conditions (cold, heat, rain, etc.).

## **EDUCATION AND EXPERIENCE:**

- A Bachelor's Degree in Exercise Science, Parks and Recreation, Business Management or related field is preferred
- Must have experience working with organizing programs
- Possess a strong set of organizational, and communication and conflict management skills related to the public
- At least two years of experience in programming, events, and/or activities

## **TRAINING & JOB DEVELOPMENT:**

- Participate in workshops, webinars, conferences, and other opportunities to maintain awareness of new trends and programs for county residents
- Develop and set own personal goals for acquiring new skills and job growth

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_