



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

RECREATION PROGRAM MANAGER

General Statement of Duties

Plans, coordinates, implements, supervises, and evaluates a variety of recreational programs and events for the Town.

Distinguishing Features of the Class

Plans, coordinates, and markets various programs and special events/activities in. An employee in this class plans, coordinates, and supervises a variety of recreational, leisure, and special events for both adults and youth of the community. Work involves considerable planning and scheduling of programs and contact with participants and temporary staff. The employee modifies existing programs in concert with the requested needs of the community; recruits part-time and volunteer staff as well as participants; publicizes program activities; and supervises the successful implementation of such programs. Employee is subject to hazards in parks and recreation, including working in both inside and outside environments and in extreme temperatures, and noise. Work may be subject to the final OSHA standards on blood borne pathogens. Duties are performed under the administrative direction and supervision of the Parks and Recreation Director and is evaluated in terms of program effectiveness and through observation and discussions surrounding public acceptance.

Duties and Responsibilities

Essential Duties and Tasks:

- Develops and recommends operating procedures and standards.
- Plans, coordinates, and markets various programs, holiday events, and special events/activities
- Promotes programs and events; prepares press releases, flyers, brochures for promotions; activities; keeps bulletin boards and outside sign boards current.
- Researches market, identifies/recommends event opportunities.
- Develops and recommends programs and event budgets
- Manages all events, civic center operations, and center activities for the department.
- Responsible for marketing of programs and events and obtaining volunteers
- Assists with researching, purchasing, and procuring materials, supplies, equipment, and services.
- Maintains budgets for programs and events.
- Develops new and revamps existing programs and events and/or works with outside groups to make programs a reality.

Additional Job Duties:

- Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, Abilities:

- Comprehensive knowledge of municipal recreation and practices.
- Considerable knowledge and proven event management experience.
- Thorough knowledge of safety requirements, maintenance, trends, and developments in the field of public recreation.
- Knowledge of standard resources, materials, and facilities utilized in a public recreational program.
- Knowledge of needs analysis, marketing program evaluation, and other management tools necessary for program effectiveness.
- Considerable knowledge of effective communication and interpersonal relationship skills including ability to listen and respond to citizens.
- Considerable knowledge of budget development and management.
- Considerable knowledge of modern and effective leadership and supervisory principles and practices, including motivation, communication, counseling and evaluating performance.
- Ability to effectively plan, promote, organize, and execute a year-round program of recreation activities.
- Ability to exercise sound judgment and initiative.
- Ability to express ideas effectively in oral and written forms and to make presentations.
- Ability to deal tactfully, courteously, and firmly with the public.
- Ability to establish and maintain effective working relationships with community groups, coworkers, employees, superiors, and the general public.
- Excellent time management and communication skills.
- Ability to build productive business relationships.
- Skill in supervising programs with all age groups.
- Ability to recruit, supervise, plan, and coordinate the work of temporary, volunteer, or paid workers.

Physical Requirements:

- Must be able to physically perform basic life functions of fingering, grasping, talking, hearing, and repetitive motions climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping feeling, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures and maintain records of fees collected, to read extensively, to operate a computer, to use

measurement devices, to perform visual inspection of land areas for compliance purposes, and to determine the accuracy, neatness and thoroughness of work assigned.

Education and Experience:

- Graduation from a four-year college or university with a major in recreation administration, marketing, planning, public administration, economics, business, or related field and experience in municipal recreation. or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid North Carolina Driver's License.

The salary for this position is \$39,637-\$61,401. The hiring range is \$39,637-\$50,519, which is a Grade 13. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf> The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to jeakes@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.