Recreation Manager

Branch: Recreation Team

Location: Spartanburg, SC 29301

Department: Spartanburg County Parks Department

Hours: 40; days and hours worked will depend on needs and may include early mornings or late nights.

Days Worked: Monday – Sunday; as needed.

Position Type: Full-Time, Salaried, Exempt

Salary: Range 84; Minimum Starting Salary $_________ annually.

About the Parks Department

The Parks Department maintains, operates and manages selected public parks and recreation facilities in Spartanburg County, including sports fields, picnic areas, playgrounds, recreation centers, trails/greenways and blueways. The department also provides a variety of recreation programs for Spartanburg citizens of all ages and abilities and promotes/supports sports tourism. The award-winning department is dedicated to public safety and quality customer service, achieved through cooperation and teamwork. Parks Department employees are expected to report to work on time, ready to work and to complete assigned duties to the satisfaction of their supervisor and in compliance with County policies and Parks Department procedures. Department employees must also be flexible; employees typically have a primary work assignment, but may also be asked to work in secondary assignments to meet customer demands and take advantage of opportunities to provide new or enhanced recreation programs.

Job Functions

Provides leadership to the Recreation Team by planning, organizing and directing the operations of parks and recreation facilities and recreation programs that are assigned by the Parks and Recreation Director. Operations, in this context, means interfacing with customers, establishing parkfacility use schedules, administering permits and contracts, ensuring that revenues are received and accounted for, that payables are processed in a time manner, that parks are opened and closed at established times and by working with the Park Maintenance Team to identify and effect required maintenance and repairs.

Provides input for department strategic plan and recommends funding for operating and capital budgets. Prepares and administers budget for Recreation Team.

Hires, trains, coaches and evaluates full-time and part-time staff, as well as recreation contractors plus program and event volunteers.
Develops and maintains relationships with community resources by working closely with partners such as the Convention and Visitors Bureau, Chamber of Commerce, cities, sponsors, agencies, organizations and associations, school districts, universities, and event organizers, etc. Negotiates, develops and oversees contracts and agreements with various groups and functions.

Collects statistical information and prepares reports, as directed. Effectively communicates ideas - both orally and in writing - with community officials, partners, volunteer groups, program participants, and the general public.

Upon own initiative or under the direction of the Parks and Recreation Director, researches and proposes strategies to improve recreation programs for Spartanburg County citizens. Promotes increased facility usage and park/program financial viability through integrated marketing, building partnerships with other community agencies and organizations.

Work is performed both inside and outside, depending on services provided and may take place in uncomfortable conditions such as extreme heat or cold, etc.

Work is performed under the general supervision of the Parks and Recreation Director. Must be able to understand and follow instructions - both oral and written - to work productively in a team environment and to skillfully use tools and equipment related to assignments, according to instructions.

Promotes customer and visitor compliance with all rules, regulations, and safety practices; reports all accidents/injuries and ensures that victims receive proper care.

**Minimum Requirements**

Requires bachelor’s degree in parks and recreation management, or similar degree program, 5-7 years of work experience in coordinating recreational or athletic activities and 3-5 years of supervisory experience in a local government parks and recreation department. Also requires possession of or ability to obtain within six months, a Certified Parks and Recreation Professional certificate. Requires proficiency with Microsoft Office software applications.

Must possess or must be able to obtain certifications in American Red Cross CPR, First Aid, Bloodborne Pathogens and other certifications, as directed, within 6 months of hire.

Finalists must successfully pass pre-employment screening processes, including: drug screen, criminal background check, possession of a S.C. Drivers License and clean driving record.