

Assistant Program Manager (Named in 2016-2017 Budget):

Location: 5892 Main St. Trumbull, CT 06611

Hours: 20 hours per week, year round

Compensation: \$18/hour

Job Overview: This position assists the recreation program manager and parks & recreation director in planning, promotion and supervision adult sport leagues and teen programs. The Assistant program manager will promote, schedule, and oversee adult sports leagues including volleyball and softball. This position will also develop, promote, implement and evaluate programs at our teen center as well as supervise recreation staff. This position will also assist in daily business functions. Other duties as assigned. Hours will include nights and weekends.

Supervision Received: Works under the general direction of the recreation program manager and the director of parks and recreation.

Supervision Exercised: Supervises instructors, independent contractors, volunteers, participants, seasonal and part time staff.

Examples of Essential Duties:

- Plan, promote, schedule and supervise teen programs
- Maintain facility cleanliness and upkeep
- Recruit, train, and evaluate volunteers and staff
- Promote, plan, schedule and supervisor adult recreation sport leagues including volleyball and softball
- Manage rosters, schedules, standings and playoffs for leagues
- Address issues and complaints from participants as needed
- Provide quality customer service to all participants

Knowledge, Skills & Abilities:

- Knowledge of word processing, spreadsheets, and other recreation related software
- Considerable knowledge of developing and administering programs, including teen programs, within a community recreation setting
- Excellent written and verbal communication skills
- Good decision making and problem solving skills
- Ability to work nights and weekends
- Ability to establish and maintain working relationships with coworkers, volunteers, program participants, and the general public

Qualifications:

- One year experience in a professional setting managing recreation programming. Teen programming experienced preferred.
- Degree in recreation programming or similar field preferred.