

TOWN OF TRUMBULL
CIVIL SERVICE BOARD
ANNOUNCES AN EXAMINATION FOR
RECREATION PROGRAMS MANAGER

SALARY: \$74,663.00 per year.
HOURS: 40 hours per week (Hours are flexible. Will include evenings, weekends and holidays.)

CLOSING DATE: June 8, 2018 –Apply online at:
<https://www.governmentjobs.com/careers/trumbullct>

GENERAL INFORMATION ON THIS EXAMINATION

If there are more than 8 candidates, we will rank all the candidates with 100% E&T. Then, an oral exam weighted at 100% will be conducted for the top 8 rank.

Each candidate must have the required experience and training to be eligible for this position which includes: Bachelor's Degree in Recreation and Leisure Management or related field and six (6) years of experience in recreation program administration, with a minimum of four (4) years supervisory experience.

(PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS.)

Before final certification, each applicant must successfully pass a drug/alcohol test.

Each candidate must attain the passing grade on each phase in order to be eligible for continued competition. All applicants are investigated for police records and motor vehicle records if driving is necessary for the position. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

APPLICATIONS: Apply online at <https://www.governmentjobs.com/careers/trumbullct>

EOE

TOWN OF TRUMBULL
RECREATION PROGRAMS MANAGER
PARKS & RECREATION DEPARTMENT

Responsible for planning, developing, promoting year round recreation programs for the community of Trumbull with special emphasis on youth programming. Determines needs, evaluates appeal and insures effectiveness of all planned programs and ongoing activities.

GENERAL STATEMENT OF DUTES:

1. Plans, develops and implements year round leisure activity programs for the community of Trumbull.
 - a. Determines needs, identifies costs and user fees, timetables, staffing, sites, seeks out available resources and prepares bi-annual program reviews with program evaluations and recommendations.
 - b. Develops promotional materials for program communication through brochures, press releases, flyers and email communications.
2. Recruits, supervises and trains all staff for all programs.
3. Monitors expenses and revenues to insure proper expenditure and planned use of funds.
4. Authorizes use or requisitioning of materials, equipment and facilities.
5. Constantly reviews and assesses existing programs to optimize their effectiveness.
6. Insures better utilization of existing Town and school facilities.
7. Works with outside vendors interested in using the Town's facilities to offer recreational programming (i.e., sports camp providers, after school providers).
8. Maintains liaison with community groups, Town officials and other public or private organizations.
9. Coordinates activities and/or programs with other community providers such as Youth Sports Organizations and the YMCA.
10. Performs additional duties as directed by the Superintendent of Parks.
11. Attends meetings of the Parks and Recreation Commission as required.
12. Supervises and coordinates all swimming activities.
13. Responsible for developing, implementing and coordinating the use of school facilities and fields with Board of Education personnel.
14. Responsible for scheduling and processing permits for the use of all Town and BOE fields.
15. Responsible for collecting field usage fees for all town fields.
16. Oversee the recreation database (RecTrac) and assists with programming, as needed.
17. Related work as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Superintendent of Parks and/or assigned designee.

SUPERVISION EXERCISED:

Supervises all recreation staff including: full time, part time, seasonal, volunteers and other personnel, as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

1. Knowledge of recreation program administrative practices as well as knowledge of current trends and developments in the field of recreation management.
2. Ability to establish and maintain effective working relationships.
3. Superior communications skills, both written and oral.
4. Computer literate.
5. Self-starter with an ability to operate with minimal supervision.
6. Ability to work a flexible workweek, including evenings and weekends.
7. Ability to operate concurrently as both planner and implementer.
8. Ability to train and motivate staff.
9. Considerable judgment to ensure the safety of all program participants.
10. Administrative ability to initiate, organize and follow through on comprehensive recreational programs.
11. Ability to deal effectively with elected officials, members of the general public, civic groups and the media.
12. Knowledge of principles, practices and techniques of municipal recreation and its administration.
13. Ability to develop and evaluate recreation, educational and youth programs within the community.
14. Ability to work cooperatively with Parks Division in carrying out proper use and maintenance of facilities.
15. Ability to act as a communications leader on recreation programs.

EXPERIENCE AND TRAINING:

Bachelor's Degree in Recreation and Leisure Management or related field and six (6) years of experience in recreation program administration, with a minimum of four (4) years supervisory experience.

NOTE: Hours are flexible, to be set by Superintendent of Parks, will include evenings, weekends and holidays