

TOWN OF TRUMBULL
invites applications for the position of:

Recreation Programs Manager

SALARY:
\$76,143.00/Year

OPENING DATE: 11/13/20

CLOSING DATE: 11/27/20 11:59 PM

DESCRIPTION:

GENERAL STATEMENT OF DUTIES:

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 ensures effectiveness of all planned programs and ongoing activities.

ESSENTIAL FUNCTIONS:

This is a hands on management position with direct responsibility for planning and implementation. It reports directly to the Superintendent of Parks and Recreation and operates within the guidelines set forth by the Department. It is responsible for supervision of full time and seasonal program staff.

EXAMPLES OF DUTIES:

RESPONSIBILITIES AND DUTIES:

1. Plans, develops, promotes 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, social media, website, 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. Ensures effective 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. Builds and maintains relationships 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 and Recreation.
11. Attends meetings of the Parks and Recreation Commission as required.
12. Supervises and coordinates all aquatic activities.
13. Responsible for developing, implementing and coordinating the use of school facilities and fields with Board of Education (BOE) personnel.
14. Responsible for scheduling and processing permits for the use of all Town and BOE fields.
15. Responsible for collecting usage fees for all Town fields, courts, and pavilions.

REQUIREMENTS/QUALIFICATIONS:

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. Experience in development and implementation of marketing plans
5. Proficient in the creation of digital and print marketing materials
6. Knowledge of Adobe Illustrator and/or Photoshop desirable
7. Self-starter with an ability to operate with minimal supervision.
8. Ability to work a flexible work week, including evenings and weekends.
9. Ability to operate concurrently as both planner and implementer.
10. Ability to train and motivate staff.
11. Considerable judgment to ensure the safety of all program participants.

SUPERVISION RECEIVED:

Reports to the Superintendent of Parks and Recreation.

SUPERVISION EXERCISED:

All recreation program staff, lifeguards and other personnel as assigned.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY

Knowledge of principles, practices and techniques of municipal recreation and its administration.
Ability to develop and evaluate recreation, educational and youth programs within the community
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 four (4) years of experience in recreation program administration, with a minimum of two (2) years supervisory experience.

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

GENERAL INFORMATION ON THIS EXAMINATION

PARTS

WEIGHTS

Experience & Training

100%

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 four (4) years of experience in recreation program administration, with a minimum of two (2) 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 test.

This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT. 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.

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the Town may obtain from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act.

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

EOE

SUPPLEMENTAL INFORMATION:

This is a MATHAS Union position, includes 3 weeks vacation, 2 personal days, and sick time accrual upon hire in accordance with Union contract.

MATHAS Union MOU Agreement and terms with the Town of Trumbull includes 2 furlough days through June 30, 2021.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.trumbull-ct.gov>

5866 Main Street
Trumbull, CT 06611
203-452-5040

lbrett@trumbull-ct.gov

Job #00176
RECREATION PROGRAMS MANAGER
LB

Recreation Programs Manager Supplemental Questionnaire

* 1. Do you have a Bachelor's degree in Recreation and Leisure Management or related field?

☐ Yes ☐ No

* 2. Do you have at least six (6) years experience in recreation?

☐ Yes ☐ No

* 3. Do you have at least four (4) years of supervisory experience?

☐ Yes ☐ No

* Required Question