

Parks & Recreation Program Administrator

Salary Range \$40,000--\$46,000 Annually

Job Type: Full Time - Hourly

Department: Parks and Recreation

Purpose

The Program Administrator, under general supervision, will bring creativity and enthusiasm, and strong organizational skills to plan, coordinate and evaluate a wide variety of programs, services, and facilities to meet the ongoing leisure/recreational needs of the community.

Essential Functions

- Plans and coordinates a variety of leisure activities to meet the needs of the community including sports leagues, fitness classes, and other recurring and one-time events;
- Assists with the development of goals/objectives for programs;
- Recruits and provides assistance, training and program guidance/supervision to appropriate program staff, sports officials, volunteers and seasonal employees;
- Schedules program staff, sports officials, volunteers and seasonal employees for games, programs and events;
- Develops and distributes promotional marketing/materials for programs and facilities;
- Prepares reports related to programs which include participation and financial reports;
- Analyzes and implements rules, policies, regulations applicable to programs, facilities, and services;
- Assists with the development of policies, procedures and methods for implementation and improvement of program operations;
- Responds to and resolves complaints and other general problems regarding programs and facilities;
- Works closely and cooperatively with a variety of boards, volunteers, community groups, and community at large;
- Inspects equipment and facilities for safety concerns and/or proper program setup and provides maintenance as needed;
- Schedules the use of available program facilities and other rental facilities such as pavilions and party rooms;
- Assists with cash receivables, deposits, and receipts;
- Assists with equipment inventory and control;
- Attends training and educational sessions for professional development;
- Performs other duties as assigned.

Qualifications

- Knowledge of general management principles and practices including financial management, budget preparation, program evaluation and employee supervision;
- Knowledge of general program development principles and practices for adult/youth recreation programs, services, and activities;
- Knowledge of basic volunteer training, recruitment, and supervision principles and practices;

- Knowledge of general Parks and Recreation operating policies and procedures;
- Ability to work in an environment subject to limited direct supervision requiring independent decision making;
- Skill in basic meeting and event planning, organizing, and coordinating a variety of recreation/sports programs, activities, and events;
- Skill in effective communication regarding program information to volunteer coaches, participants, and program staff;
- Skill in training and supervising volunteer staff to ensure efficient, effective delivery of services of the specific recreation program;
- Skill in establishing and maintaining effective working relationships with a variety of community leaders, other city department staff and the general public;
- Skill in performing basic facility maintenance, scheduling and supervision;
- Skill in computer programs, operations, and applications;
- Skill in managing cash funds;
- Skill in performing a variety of basic office support functions.

Education and Experience

Bachelor of Science Degree in Parks and Recreation, Sports Management, Public Administration or related field and two (2) years related work experience or any combination of education, training and experience that provides the necessary knowledge, skills and abilities to perform the job. Current TN/VA Driver's License.