



## **CITY OF CLINTON**

**“Our mission is to be a city rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure, and opportunities for future generations.”**

### **RECREATION DEPARTMENT**

### **RECREATION PROGRAM MANAGER**

**SALARY: \$ 45,214 PLUS GREAT BENEFITS**

**DEADLINE; FRIDAY, JUNE 7, 2019 AT 5:00 PM**

The City of Clinton is seeking an individual to join a progressive team with the opportunity to continue their career development within our organization as a Recreation Center Manager.

#### **Responsibilities:**

- Develops and recommends center and pool policies, procedures and operating standards
- Develops and recommends center, pool, and special event budgets
- Manages all special events, aquatics, and center activities for the department
- Responsible for marketing of programs and events and obtaining lifeguard staff and volunteers
- Responsible for maintaining Lifeguard Instructor Certification and CPO
- Assists with researching, purchasing and procuring materials, supplies, equipment and services
- Maintains budgets for programs, special events, and aquatics
- Ensures pool opens by Memorial Day
- Develops new and revamps existing center programs and special events and/or works with outside groups to make programs a reality

#### **Requirements:**

- Comprehensive knowledge of municipal recreation and practices
- Thorough knowledge of recreational pool operation, safety requirements, maintenance, and use of chemical in keeping the water in proper balance.
- Considerable knowledge of current literature, trends and developments in the field of public recreation.
- Considerable knowledge of effective communication and interpersonal relationship skills including ability to listen and respond to citizens.
- Considerable knowledge of safety regulations associated with recreation, pool management, and with aquatics and recreational activities.
- Considerable knowledge budget development and management, and practices for contract development and administration.

- Considerable knowledge of modern and effective leadership and supervisory principles and practices, including motivation, communication, counseling and evaluating performance and demonstrated skills in effectively utilizing.
- Ability to effectively plan, promote, organize and execute a year round program of recreation and aquatic activities.
- Ability to exercise sound judgment and initiative.
- Ability to express ideas effectively in oral and written forms and to make presentations.
- Ability to deal tactfully, courteously and firmly with the public.
- Ability to establish and maintain effective working relationships with community groups, coworkers, employees, superiors, and the general public.

**Special Requirements**

- Valid North Carolina Driver's License
- Possession of or ability to obtain and maintain a Certified Pool Operator's Certification and an American Red Cross Lifeguard Instructor Certification
- Possession of or ability to obtain certificate to conduct First Aid, CPR and AED life saving programs.

**Physical Requirements**

- Per job description

**Education and Experience**

- Bachelor's Degree in recreation administration, management, and/or combined with considerable experience in municipal recreation, or an equivalent combination of education and experience.
- Some experience in operating a pool and staff is preferred.

Applications may be obtained on our website at [www.cityofclintonnc.us](http://www.cityofclintonnc.us) and submitted to [cityapps@cityofclintonnc.us](mailto:cityapps@cityofclintonnc.us)

THE CITY OF CLINTON IN AN EQUAL OPPORTUNITY EMPLOYER