

City of Winooski Job Description

Human Resources Department

Position Title – Recreation and Parks Manager

Salary Range - \$57,324 - \$61,505

How to apply - Internal Candidates: Submit Resume and Cover Letter to hr@winooski.vt.gov.
External Candidates: Submit City of Winooski Application to Human Resources at winooski.vt.gov/obs

Purpose - The Recreation and Parks Manager position exists to provide leadership and coordination of recreational programming as well as management of recreational and park facilities for the City of Winooski. The Recreation and Parks Manager will be responsible for ensuring a high-quality, year-round slate of recreational programs that is both responsive to community interests and needs, but that also serves a broad spectrum of Winooski's diverse residents and visitors. This includes developing/updating policy, developing/managing budgets, and managing staff. In addition, the Recreation and Parks Manager will work closely with the Department of Public Works to manage maintenance, improvements, and usage of our various recreational and park facilities.

Major Responsibilities¹:

% of Effort ²	Responsibility ³
30%	A year-round calendar of high quality, interest/need-driven events and programs will be designed and implemented for the Winooski community. These programs and events will be well organized, well publicized in the community, and regularly evaluated by staff. This will require regular participation in direct service.
20%	In partnership with the Department of Public Works, oversee implementation of the City's Parks and Open Space Master Plan (including parks related capital projects) and ensure the City's recreational and park facilities are managed and maintained in a safe, consistent, and proactive manner.
20%	Staff, AmeriCorps members, volunteers, and independent contractors (i.e. program instructors) will have consistent supervision, clear expectations, and adequate resources (equipment, facilities, funds, and human resources) to provide high-quality programs for the Winooski community.
15%	Annual operations at the Myers Memorial Pool are well coordinated, including training/supporting seasonal staff, managing a schedule of programs/uses,

¹ Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

² Approximate amount of total effort, listed from largest to smallest.

³ State the condition that appears when the responsibility is complete.



	coordinating lifeguard services, and working with Public Works around management of the facility infrastructure.
10%	Program participation and community support (financial, volunteer, in-kind) are enhanced through broad, intentional outreach and new or enhanced connections with partner agencies. The City's recreation management database/website will be regularly maintained to reflect accurate and current information, and will provide customers with a user-friendly method for learning about and registering for programs.

Minor Responsibilities (5%):

- Works with the Community Services Director to prepare and manage the annual budget for Recreation Programs within the constraints of the approved budget.
- Maintains high level of knowledge related to department operations by attending trainings, meetings, and reading job-related materials.
- An accurate inventory of equipment and materials is maintained and updated regularly.
- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

Classified/Non-Classified:

Classified

Position Type:

Full-time, regular, non-union, exempt

Compensation and Schedule:

Grade: 5

40 hours/week

Emergency Response and On Call Requirements:

Required to respond to Level III Emergencies. May also be required to assist with coordinating emergency shelter at the O'Brien Center.



Physical and Mental Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

• judgment/decision making	• seeing
• clerical	• hearing/listening
• inside	• clear speech
• outside	• touching
• works alone	• dexterity with hand and finger
• works with others	• reading
• face-to-face contact	• math skills – moderate
• verbal contact w/others	• writing – moderate
• standing	• analysis/comprehension - moderate
• noise	• extreme cold
• ability to move distances between work locations	• sitting
• carrying (40 pounds)	• hazardous materials
• Lifting (up to 40 lbs)	• Push/ Pull up to 40 lbs
• driving	•

Reporting Structure:

Reports to: Community Services Director

Direct Reports: Recreation Assistant, Seasonal Pool staff, Seasonal Park/Garden Staff, AmeriCorps members, Summer Teen Employment Staff, Interns, and Volunteers.

Indirect Reports: None

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications:

- Bachelor's Degree in related field and up to 3 years of experience or equivalent combination of education and experience. Experience creating and promoting recreational programs preferred.
- Experience supervising others.
- Ability to work with and effectively manage volunteers.
- Ability to work independently and organize work.
- Ability to respond to varied/changing work demands and make decisions as needed with minimal supervision.
- Excellent customer service skills and ability to work cooperatively in stressful situations with difficult personalities.



- Ability to communicate effectively and with diplomacy.
- Ability to drive a vehicle with passengers including medium sized multi-passenger vehicles
- Ability to work some nights, evening, weekends or holidays as needed to ensure programming is supported.

Post offer Pre-Employment Screening:

Employment reference check, criminal background check, and Motor Vehicle Record Check required.

