



Parks & Recreation Program Manager

JOB DESCRIPTION / Key Facts

Department: Parks & Recreation

Reports To: Parks & Recreation Director

Salary Range: \$58,635- \$82,098

FLSA: Exempt

Schedule: 8:00 a.m. – 5:00 p.m. Monday - Friday, with occasional hours outside these times.

Hours include evenings, weekends, and holidays for programs, events, and community functions.

Summary

The Parks & Recreation Program Manager is a professional position responsible for developing, managing, and promoting innovative year-round programming and events for the City of Parkville's parks, trails, and facilities. This role oversees a variety of recreational programs, supervises volunteers and instructors, and ensures community engagement and satisfaction through effective planning, marketing, and evaluation.

Essential Job Functions

- Plan, develop, and manage diverse recreational programs and events for all ages and abilities.
- Recruit, train, and supervise volunteers, contract instructors, and interns.
- Monitor and evaluate program effectiveness, adjusting offerings based on community needs.
- Promote programs through marketing materials, social media, and public outreach.
- Oversee program registration processes and customer service interactions.
- Prepare reports, budget estimates, and manage program-related finances.
- Ensure compliance with safety regulations and risk management practices.
- Collaborate with local organizations to enhance program offerings.

Minimum Qualifications – you must meet these requirements to be considered for the job.

- Bachelor's degree in Recreation, Public Administration, Education, or a related field.
- Three to five years of experience in recreation or parks planning, or an equivalent combination of education and experience.
- First Aid and CPR certification within 60 days of hire; CPRP designation preferred.

Knowledge, Skills and Abilities (KSAs) which may be representative, but not all-inclusive of those commonly associated with this position.

- Strong knowledge of recreation programming, event planning, and community engagement.
- Excellent verbal and written communication skills for diverse audiences.
- Proficiency in budgeting, financial management, and resource allocation.
- Knowledge of risk management principles and safety regulations.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office and recreational management software.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Primarily office-based, with regular outdoor attendance at events in varying weather conditions.
- Frequent use of standard office equipment and occasional physical demands associated with program setup.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to perform physical tasks, including standing, walking, bending, and lifting up to 50 pounds regularly, and occasionally more than 50 pounds.
- Capable of setting up and tearing down equipment for events, often in outdoor environments.

The City of Parkville is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.