



## Now Hiring: Recreation Manger

Submit [application](#), cover letter, and resume to

Autumn Arthur, Executive Director at [autumn@srosrc.org](mailto:autumn@srosrc.org) by September 27, 2019.

Compensation commensurate with experience, \$25,000 - \$30,000 plus benefits.

**Job Title:** Recreation Manager

The position is full-time including benefits for the employee.

**Job Description:** The Recreation Manager is responsible to plan and implement programs, special events, marketing and promotion, and other duties as assigned by the Executive Director. The Recreation Manager will organize, promote, and facilitate year round programs and special events. The schedule includes working during normal business hours. Also requires evening and weekend hours for special events and to meet the Commission's needs.

The Recreation Manager is accountable to and reports to the Executive Director. The Recreation Manager's performance is evaluated annually. Changes to salary after the first year will be based upon the employee's performance and accomplishment of organizational goals. This position is non-exempt and is eligible for overtime.

### **Work Activities:**

#### Public Programs

- Conduct the planning and implementation of year round public programs (such as: family camping program, archery, Get Outdoors PA Festival, and others)
- Coordinate with and maintain scheduling with existing and new program partners
- Plan and implement programs in the parks including hikes, snowshoe hikes, and others

#### StroudKids

- Coordinate with camp manager to assist with development and delivery of StroudKids camp programs

#### Marketing and Promotion

- Create, design, and organize marketing material for upcoming special events and public programs, such as flyers, postcards, etc. (be creative to increase participation)
- Coordinate with graphic designer and the printer for marketing materials
- Manage and maintain the website, social media, and Constant Contact input and upkeep
- Prepare Connections Magazine including: written content, photos, and coordination with graphic designer, printer, and post office
- Prepare and distribute press releases
- Attend community events, school health fairs, back to school night; organize displays
- Design season passes for pools and golf course
- Contribute written content, contact lists, and photos on sponsored events (for example, Get Outdoors PA)

#### Special Events

- Plan and implement year round special events; including but not limited to: the Daddy Daughter Dance, Levee Loop Race, and Haunted Trail. Special events are subject to change based on the Commission's needs
- Organize committees, volunteers, logistics, marketing and promotion, program plans, and other tasks associated to ensure a successful event

- Organize events as directed by the Commission

#### Volunteers

- Recruit volunteers for special events, public programs, greenway, trail, and park cleanups
- Maintain and update volunteer list and database
- Lead greenway, trail, and park cleanups

#### Friends of SROSRC

- Attend Friends of SROSRC Board meetings
- Attend sub-committee meetings (ex. Paint in the Park)
- Assist with Friends events (ex. Paint in the Park) set-up and clean-up, as needed
- Coordinate with graphic designer and/or design flyers, postcards, etc. to promote the Friends events; organize the printing (in-house or printing company)
- Post Friends events on the website, Facebook, and press releases

#### Day Street Community Center/general tasks

- Assist with general duties; including open concession stand for deliveries or maintenance, summer outdoor pool, if needed

#### **Qualifications, Experiences & Abilities:**

- Bachelor's Degree in recreation management, environmental education, or related field and at least one year of experience planning and implementing programs and/or special events, OR at least five years of experience in the above areas
- Interest in and aptitude for Pennsylvania natural history
- Ability to use a computer, email, and software programs such as: Microsoft Word, Excel, PowerPoint, Publisher, and other web based programs
- Comfortable with public speaking, networking with the media and the general public
- Ability to multi-task in a busy working environment
- Ability to work well with others, be a team player, and collaborate with others
- Be able to lift 50 pounds or more
- Maintain a valid Driver's License
- Be prepared to work in various weather conditions, indoor and outdoor environments

#### **\*Clearances required:**

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check [http://www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm) (Dept. of Human Services)