



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

DIRECTOR OF NEIGHBORHOODS, PARKS & RECREATION

Neighborhoods, Parks & Recreation

GENERAL DESCRIPTION

The Director of Neighborhood Engagement will oversee the City recreation program. The director will partner with residents, neighborhood groups and organizations, non-profits, and businesses to form relationships that will advance efforts to improve the quality of life in the City's neighborhoods. The director will create opportunities for dialogue, information sharing, partnership, civic leadership building, and action between City government and Scranton residents.

DUTIES AND RESPONSIBILITIES

- Oversee Recreation Manager and manage recreation budget.
- Lead project implementation from beginning to end.
- Organize regular resident outreach events.
- Manage city volunteer corps program.
- Coordinate with the Office of Community Development on neighborhood and parks projects.
- Attend Neighborhood Association and other Community Meetings.
- Build relationships with existing community leaders and identify new leaders
- Create reports to brief the Mayor and other City Departments.

REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

Self-starter motivation with strong organizational and time management skills.

Ability to accurately deal with difficult situations and to work in a team environment.

Excellent communication skills (written and oral).

Proficient computer skills in Word, Excel, PowerPoint.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Education equivalent to the completion of the twelfth (12th) school grade.

College experience is a plus, but not mandatory, some recreational experience is desired.