



DEPARTMENT OF HUMAN RESOURCES

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

NEIGHBORHOOD PARKS AND RECREATION MANAGER

Neighborhoods, Parks & Recreation

GENERAL DESCRIPTION

The Recreation Manager will coordinate the day to day activities of the recreation department to ensure city parks are and activities are well maintained and organized.

DUTIES AND RESPONSIBILITIES

- Manage scheduling process for events and parks.
- Prepare reports on monies received from park and recreation facilitates and performs a variety of administration duties.
- Oversee hiring process for lifeguards and other seasonal employees.
- Make recommendations for park activities.
- Coordinate with the Department of Public Works to ensure parks are well maintained.
- Coordinate with project contractors and keep accurate records of prevailing wage and payroll submitted by contractors.
- Other related work as assigned.
- Forge partnerships with area recreation entities, neighborhood associations etc..
- Attend interdepartmental meetings.
- Team Building
- Create spreadsheets and collect data for parks usage, overtime hours and scheduling purposes.

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.

Public Speaking

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree from an accredited institution or equivalent combination of relevant experience and education.

Some experience in the maintenance of parks, plus some supervisory experience is desired.

Possession and ability to maintain a valid driver's license issued by the Commonwealth of Pennsylvania.