



## DEPARTMENT OF HUMAN RESOURCES

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

### **NAY AUG PARKS AND RECREATION MANAGER**

#### **Parks & Recreation**

#### **GENERAL DESCRIPTION**

The Recreation Manager will coordinate the day-to-day activities of the recreation department which serves Nay Aug to ensure park is well maintained and park activities well organized.

#### **DUTIES AND RESPONSIBILITIES**

- Coordinate parks events and rental spaces
- 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 specifically for Nay Aug.
- Make recommendations for park activities.
- Oversee pool operator and maintenance to remain in compliance with health department.
- Coordinate with the Department of Public Works and Parks employees to ensure parks are maintained and areas of concern are addressed in a timely manner.
- Coordinate snow/ice removal, Leaf/storm clean up, Christmas Light display set up/breakdown
- Coordinate with project contractors on project needs/timelines/ribbon cutting ceremonies.
- Forge partnerships with area recreation entities, neighborhood associations etc. to determine park recreational trends
- Attend interdepartmental meetings.
- Create spreadsheets and collect data for parks usage, overtime hours and scheduling purposes.
- Other Duties as assigned

#### **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.

Ability to multitask and prioritize project needs

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.