

Job Description: Whitewater Township Parks & Recreation Manager

General Description

The Whitewater Township parks are operated as a service to the township residents as well as the general public. The Parks & Recreation Manager is an employee of the township and is considered a Department Head reporting to the township Board. Employees in this job supervise, coordinate, and direct the work of non-professional park and recreation staff involved in the day-to-day operation, administration, construction, and maintenance of recreational venues within Whitewater Township. The employee works with little supervision in the performance of routine duties and exercises considerable independent judgement to select the proper course of action in daily operations.

Qualifications

- Requires a thorough knowledge of staff recruitment, development, management, and supervisory techniques.
- Ability to communicate effectively with the general public, park staff and promote a customer service atmosphere.
- Ability to communicate and coordinate effectively with vendors and contractors supplying goods and/or services to township recreation venues.
- Possess the necessary skill set to coordinate the daily operation and assess the maintenance needs of township recreation facilities in a fiscally responsible manner, including parks personnel.
- Maintain a valid driver's license to meet travel requirements of the job.
- Must be able to work a flexible schedule to insure minimum staffing levels.
- Working knowledge of the types and uses of common hand tools, materials and standard equipment used in minor facilities maintenance work including safety precautions.
- Ability to understand and carry out specific verbal and written instructions,

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the individual is regularly required to reach with hands and arms, to stand, walk, and use hands to hold, grasp, seize or turn objects, tools, or controls. The individual is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The individual may occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the individual regularly works in outside weather conditions and will occasionally operate small power equipment such as string trimmers, mowers, blowers, pole/chain saws, power washing equipment, etc.. The noise level in the work environment is loud when operating such equipment. Personal Protection Equipment will be required and supplied by the township.

Hours of Work

Perform management and supervision duties during the season (April 1 – Oct. 31) to include the campground, play area, shelter, boat ramp, parking lots, and all grounds associated with the Whitewater Township Park & Recreation venues with special attention to the township campground. The employee performing the duties of this job will spend the majority of their working hours at the campground park with occasional visits to the various township parks. During the November thru March period of time, the Parks & Recreation Manager will perform duties related to park and recreation needs as assigned by the township Board.

Compensation

Annual salary shall be set by the Whitewater Township Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed)

1. Be familiar with Whitewater Township's parks and recreation facilities, programs, and rules.
2. Create and administer the park employee work schedules.
3. Respond to inquiries concerning township parks and recreation facilities.
4. Research and make recommendations to the Township Board concerning township park and recreation facilities.
5. Respond to inquiries about and book seasonal sites at Whitewater Township Park.
6. Book pavilion, ballfield, and batting cage rentals at Whitewater Township Park and Hi Pray Park.
7. Recommend dates, rates, and fees to the Township Board for Whitewater Township Park and Hi Pray Park.
8. Provide annual dates/rates/fees information to the campground online reservation system programmer and assist with testing and launch of system.
9. Monitor and troubleshoot campground online reservation system.
10. Supervises and/or collects daily camping fees from patrons and completes all associated paperwork.
11. Review/approve/issue camping refund requests.
12. Interview and recommend park employees to the township Board.
13. Conduct pre-season parks/recreation employee orientation and training.
14. Schedule completion of tasks listed on the opening and closing checklists for Whitewater Township Park and Hi Pray Park.
15. Schedule daily patrols of the campground ensuring no unauthorized campers/vehicles in park, pick up litter throughout park, and document patron utilization of park.
16. Oversee park employees duties, performance and implement basic operating procedures per the park procedure manual.
17. Ensure and/or clean restroom/shower house facility, including proper supply inventory and at least twice daily completing required checklists and paperwork.
18. Arranges for general labor tasks associated with the general maintenance of the campground to include but not limited to the repair and maintenance of park and recreation tables, benches, buildings, and facilities.
19. Schedule minor repairs and maintenance at all township parks and report them to the township Board.
20. Resolve camper/boater/pavilion use issues not able to be resolved by park rangers.
21. Maintain a professional demeanor as a representative of the park system and a employee of Whitewater Township.
22. Perform other duties as assigned by the Township Board.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____

Signature: _____