



JOB DESCRIPTION

JOB TITLE: Sports & Community Activities Manager **DEPARTMENT:** Recreation
REPORTS TO: Recreation Director **SUPERVISES:** Non-regular employees & Volunteers

GRADE: 4 ADMIN TECHNICAL N/A

POSITION CLASSIFICATION: REGULAR NON-REGULAR
 EX SALARY NX HOURLY OTHER
 FULL TIME PART TIME VARIABLE

Position Purpose

The Sports & Community Activities Manager is a working management position responsible for planning, scheduling, implementing, coordinating, supervising, and evaluating all aspects of the youth and adult sports programs and community activities offered by the Recreation Department. This professional and administrative role involves considerable contact with the public, including adults and children. The Sports & Community Activities Manager oversees part-time and seasonal employees and volunteers. Work is performed under the direct supervision of the Recreation Director, but independent judgment and ingenuity must be exercised in accomplishing objectives.

Primary Duties & Responsibilities (Illustrative Only)

The essential job functions and duties listed below 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.

- Ensures the goals and mission of the Recreation Department are achieved by effectively planning, scheduling, organizing, staffing, and supervising youth and adult sports programs, various community activities, and special events.
- Oversees part-time and seasonal employees and all volunteers assisting with the Recreation Department sports programs, including recruiting, interviewing, hiring, training, scheduling, supervising, and evaluating.
- Conducts youth sports coaching clinics to ensure volunteers are certified and prepared to coach according to the Recreation Department philosophy.
- Promotes youth and adult sports programs, community activities, and special events to the public through various means, such as by developing informative brochures, flyers, special mailings, newsletters, handbooks, social media posts, and media releases.
- Maintains a schedule of availability for all indoor recreation facilities and coordinates use between departmental activities, school-related activities, and other user groups. Verifies that user groups and/or individuals possess appropriate insurance coverages before being allowed to use facilities.
- Responds promptly to reports of accidents, incidents, damaged equipment, and personnel issues according to established policies and procedures. Documents and reports incidents to the Recreation Director as appropriate.



JOB DESCRIPTION

- Delivers exceptional customer service to program participants. Safely transports program participants in a Recreation Department passenger vehicle when needed.
- Develops comprehensive budget proposals for programs and activities and presents to the Recreation Director for approval. Ensures budget proposals identify funding sources to offset costs, such as collecting fees, raising revenues, and recruiting sponsors.
- Maintains thorough knowledge and understanding of all Recreation Department programs, goals, philosophies, and policies.
- Works cooperatively with other Recreation Department staff in the absence of the Recreation Director to ensure daily business operations continue in a safe, efficient, and smooth manner.
- Proactively identifies and analyzes problems and opportunities within the Recreation Department with the objective of continuously improving efficiency and quality of services. Recommends potential solutions and alternative courses of action to the Recreation Director to deal with any issues that are identified.
- Works within the approved budget established by the Recreation Director to maintain facilities, equipment, and staffing at an appropriate level of quality and service.
- Assists Recreation Director with overall development of the budget for programs, including cost analysis, pricing structure, monitoring, recording and coordinating of registrations, payments and rosters, and supply purchases.
- Maintains accurate records, statistics, and correspondence for participants, staff, and volunteers and produces reports of activities and related attendance as needed. Keeps accurate payroll records for each employee and ensures timesheets are submitted timely.
- Maintains an adequate inventory of program supplies, including accurate records of purchases. Researches alternatives and strives to identify lowest cost options when prudent.
- Ensures all new hire paperwork is completed and forwarded to Human Resources in a timely manner. Ensures employees and volunteers complete required training within a reasonable timeframe.
- Uses safe work practices and adheres to departmental, organizational, and industry safety standards and practices.
- Maintains the Recreation Department webpage with timely information and resources.
- Pursues professional development opportunities, such as workshops, meetings, seminars, and conferences, in order to maintain current professional knowledge of modern concepts and techniques related to managing community recreation programs.
- Participates in before and after school programming as required.
- Performs other related duties as assigned.

Minimum Qualifications (Recommended)

Education, Training, and Experience:

Minimum of a Bachelor's degree in Parks and Recreation Management or related field required. A minimum of three years related work experience required. Related national and/or state certification (e.g. CPRP, NAYS Coach,



JOB DESCRIPTION

etc.) preferred. Current certifications in CPR and First Aid preferred. Any equivalent combination of education, training, and/or experience that provides the required knowledge, skills, and abilities may be considered.

Must hold a valid Driver's License and be insurable in a normal risk pool. Must have the ability and willingness to obtain a Maine Class B Commercial Driver's License (CDL) with passenger and airbrake endorsements within one year of hire.

Knowledge, Skills, and Abilities:

- Ability to pass CDL driver drug and alcohol testing requirements, as outlined in the Town of Gorham Drug and Alcohol Testing policy.
- Ability and willingness to obtain Certified Park and Recreation Professional (CPRP) certification through the National Parks & Recreation Association (NRPA) and successfully complete the National Alliance for Youth Sports (NAYS) Select Coach Training program.
- Ability to work a year-round flexible schedule depending on department needs, program schedules, and community, which may include weekdays, evenings, and/or weekends.
- Intermediate to advanced skill and proficiency in the following computer/software applications with the ability and willingness to learn new software programs as needed: Microsoft Office products: Word, Excel, Publisher, and PowerPoint; Google: Gmail, Calendar, Drive; and Meet; Zoom; and MyRec.
- Strong interpersonal skills with ability to communicate effectively, both verbally and in writing.
- Skilled at working with people of diverse backgrounds, including all age groups, personality types, and skill levels with the ability to effectively engage program participants.
- Solid leadership skills with the ability to effectively plan, assign, motivate, mentor, and supervise skilled and unskilled workers.
- Ability to meet or exceed program objectives while working with minimal supervision.
- Self-motivated with solid organizational skills and the ability to exercise good judgment, work within established deadlines, and prioritize workload.
- Ability to maintain a positive attitude and commitment to the goals and philosophy of the organization.
- Excellent problem solving skills with the ability to identify pragmatic and creative solutions to emerging issues.
- Ability to remain cool and patient under pressure and adapt to changing circumstances.
- Ability to work harmoniously with others and skilled at resolving conflicts in a calm, respectful, and positive manner.
- Ability to work independently, as well collaborate with others and work cooperatively as part of a team, including willingness to cross-train with other team members.
- Ability and willingness to display a high level of respect and professionalism in the workplace at all times.
- Ability to work in a safe manner and follow established safety procedures at all times.



JOB DESCRIPTION

- Ability to remain tactful and diplomatic in all interactions with municipal officials, school department staff members, employees, vendors, outside agencies, and the general public.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Ability to consistently work as scheduled, including arriving and leaving on time.
- Ability to successfully complete any necessary training.
- Ability and willingness to perform all essential functions of the position.

Physical & Mental Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to work at a computer for prolonged periods of time and key in data using a mouse and keyboard. The employee will regularly sit, stand, talk, walk, kneel, crawl, climb stairs, inspect documents, reach with hands and arms, and use hands to finger, handle or feel objects routinely used to perform job duties. The employee will periodically operate a motor vehicle, including transporting passengers. The employee will regularly crouch, step up, climb, and lift and/or move objects weighing up to 50 pounds independently. Occasionally lifts objects weighing more than 50 pounds independently. The employee will occasionally run, throw, jump, and perform other highly physical sports-related activities. Sufficient speech and hearing are needed to clearly convey and receive information to over the phone and in person. Must have sufficient vision to perform the essential functions of the job. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Mental Requirements:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe, accurately interpret, and respond to highly sensitive and/or volatile situations and/or persons; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive deadlines; manage multiple concurrent tasks; work with constant interruptions; and interact in a calm, professional manner with staff, officials, and the public. Work may periodically involve long hours in a moderate to high stress environment. May have access to confidential documents requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information. Has frequent contact with town officials, employees, the general public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and semi-complex information; contacts with the public require considerable patience, tact and discretion and in some cases confidentiality.

Work Environment

Work is performed in both indoor and outdoor environments. Indoor work is performed in a typical open office environment and indoor recreation facilities. Outdoor work may involve exposure to various types of weather conditions, such as heat, cold, snow, and/or rain. May be exposed periodically to moving mechanical parts, fumes, or airborne



JOB DESCRIPTION

particles, including dust, pollen, and other airborne allergens. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate to loud.