

County: Hancock
Department: Parks and Recreation
Position: Program Manager

Job Summary

We are seeking an individual to join our team as a Part-Time Parks and Recreation Program Manager. This person will perform in a support personnel capacity to the Parks and Recreation Director. Specifically, this role involves support in planning and coordinating recreational/leisure programs and activities for the community, while providing support in recreation facilities management. Additionally, the Program Manager will assist in coordinating partnership agreements related to the Hancock County Parks and Recreation Department.

Minimum Qualifications

- Two Years of Post-Secondary Education from an accredited college/university or technical college
- Three years of previous experience demonstrating ability in budgeting, planning, and implementing programs for large groups of people
- Must possess and maintain a valid State of Georgia driver's license upon hire

Preferred Experience/Skills/Abilities/Knowledge

- **Education:** A degree or coursework in Recreation Management, Sports Management, Public Administration, or a related field is preferred.
- **Experience:** Minimum of 2-3 years of experience in program management, recreation, or community services. Experience working with diverse groups and managing outdoor or indoor recreational, leisure, or sports activities is a plus.
- **Skills:** Strong organizational, communication, and leadership skills. Ability to work independently and as part of a team. Proficiency in basic office software and social media platforms for promotion.
- **Certifications:** First Aid/CPR certification is desirable but not required.
- **Passion:** A genuine interest in recreation and outdoor activities, with a commitment to providing quality programs for community engagement.

Major Duties and Responsibilities:

- **Program Development and Coordination:** Design, implement, and manage recreational programs, classes, and special events that meet the needs of the community.
- **Staff Supervision:** Provide guidance on leadership and oversight for seasonal staff, volunteers, and instructors involved in program delivery.
- **Community Engagement:** Foster relationships with community members, local organizations, and stakeholders to assist in program alignment with community interests and needs.
- **Budget Management:** Assist with budgeting for programs and manage expenditures to ensure programs remain within budget.
- **Scheduling and Logistics:** Assist in coordinating program schedules, securing necessary facilities, and ensuring appropriate resources and equipment are available.
- **Safety and Compliance:** Assist in ensuring all programs adhere to safety standards, local regulations, and park policies.
- **Promotion and Marketing:** Assist with promoting programs through social media, local advertisements, and community outreach to encourage participation.
- **Evaluation:** Assist in the collection and analysis of feedback from participants to evaluate the effectiveness of programs and make improvements as needed.

**This is a part-time position offering flexible hours, with the opportunity to make a positive impact on the local community's recreational offerings.*