

Job Title: **Special Recreation Populations Program Manager – part-time**

Supervision Designation: Under the Direction of the Superintendent of Recreation, as outlined in the job description for that position.

Examples of Duties and Responsibilities:

1. To keep the Supt. of Recreation informed of all matters relating to, or affecting the operations of the Special Populations programs, activities and events.
2. Planning, scheduling, advertising, lesson plan implementation, supervision and evaluations of the special recreation programs, activities and special events.
3. Management of assigned programs within the fiscal year budget.
4. Monitoring, management, and instruction of the assigned programs and events, including evenings, weekends and holidays as necessary.
5. Interviewing, training, safety and daily supervision of program employees.
6. Coordination with appropriate personnel on physical arrangements and logistics necessary at locations where programs are held.
7. Authorization and maintenance of all program records and reports, including verification of payroll, transfer of funds, refund authorizations and scholarships.
8. Seasonal revisions to each program manual.
9. Complete and thorough evaluation process of all programs, events and employees.
10. Constant and thorough monitoring of assigned program registration.
11. Preparation of recommendations of program supplies and equipment purchases.
12. Submission of purchase orders for any expenditure in excess of \$200.
13. Participation in community affairs as assigned.
14. Distribution and inventory of assigned program supplies.
15. Arrangements for program exhibitions and demonstrations.
16. Decisions and arrangements on cancellations due to inclement weather.
17. Departmental adherence of all Park District rules, regulations and policies.
18. The performance of other duties which may be assigned.