



City of Commerce

CAMP PROGRAM MANAGER

Department: **Parks & Recreation**

Class Code:

5505

Revised Date: **February 5, 2019**

FLSA Status:

Exempt

GENERAL PURPOSE: Under general supervision, plans, organizes and supervises the staff and operations of Camp Commerce; assist with the coordination of city-wide special events and associated programs, assures activities are in compliance with all laws, policies, regulations and safety standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates and supervises the operations and maintenance of Camp Commerce recreation centers and facilities; evaluates Camp issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing facilities and programs; promotes a positive recreation environment and good personal behavior; assures consistent enforcement of rules and policies.
- Assists with planning, and organizing special events and various Recreation programs.
- Coordinates and supervises the daily activities of staff; coordinates and assigns staff, vehicles and equipment; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; establishes and enforces work methods, procedures and standards; assures that recreation activities are in compliance with all laws, regulations, policies and safety standards.
- Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
- Supervises Camp Commerce operations and resource allocations; prioritizes projects and inspects facilities and events to assure quality recreation programs and effective use of resources; oversees the maintenance of facilities and grounds.
- Supervises special projects; identifies problem areas and implements solutions; orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.
- Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, and tools are available.
- Supervises Camp Commerce guests, and enforces rules and safety standards; resolves complaints, requests, safety conditions, and security issues.
- Monitors recreation programs and sites to assure that safety rules and regulations are adhered to, and that the facilities and all equipment are in safe operating condition.

JOB DESCRIPTION

CAMP PROGRAM MANAGER

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Recreation, Business or Public Administration, or related field; AND six year's progressively responsible experience in recreation programs, including supervisory experience. Related experience with related organized camps is highly desirable.

Required Licenses or Certifications:

- Must possess a valid California Commercial Driver's License with passenger endorsement within 90 days of appointment, and First Aid, AED and CPR certifications. Required to pass a background investigation.

Required Knowledge of:

- City policies and procedures.
- Rules and regulations governing the conduct and safety of persons using municipal recreational facilities.
- Federal, state and City safety rules and regulations.
- Local and regional geographical area, road systems, and the locations of landmarks and recreation sites.
- Safe driving techniques in all road conditions.
- First Aid and CPR.
- Occupational hazards and safety precautions.

Required Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of recreation and maintenance equipment according to standard operating and safety procedures.
- Promoting and enforcing safe work practices.
- Reacting quickly to situations that could create safety and security problems.
- Providing effective customer service, and dealing tactfully and courteously with the guests.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

Work is performed in a youth and family camp at a remote location of forested, high altitude, mountain terrain with seasonal exposure to wind, rain, snow and ice; incumbent may be required to work indoors or outdoors both at camp and at other City recreation facilities; incumbent will be provided with housing on Camp premises during Camp Programming; incumbent may be required to work overtime, and evening, weekend, and holiday shifts, ability to lift and carry up to 50 pounds.