



## City of Commerce

### CAMP PROGRAM MANAGER

Department: **Parks & Recreation**

Class Code:

**5505**

Revised Date: **February 5, 2019 March 5, 2019**

FLSA Status:

**Exempt**

**GENERAL PURPOSE:** Under general supervision, plans, organizes and supervises the staff and operations of Camp Commerce; assists 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.
- Assists with city-wide special events and associated programs.

## **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.