

Reading Recreation Commission

Sports Program Manager

GENERAL PURPOSE OF THE POSITION: The Sports Program Manager plays a crucial role in the success of our sports and recreation programs. Responsible for assisting with the planning and implementation of all RRC sports and recreation at city and school district facilities, this position is professional and reports directly to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Regular duties include the following on an ongoing basis:

- Assist with the planning, organizing, and administering of a comprehensive recreation program for youth and adults to include sports, aquatics, camps, leagues, and special events.
- Keep accurate registration records for all areas of responsibility.
- Prepare budget estimates for areas of responsibility.
- Schedule athletic fields, gymnasiums, and facilities for programming and leagues.
- Coordinate maintenance and field preparation with recreation staff.
- Ensure that all areas, facilities, and equipment are safe and used properly.
- Inventory and coordinate repairs of all equipment and supplies for programs.
- Assist with fundraising, as needed.
- Write or assist with writing of sports program grants.
- Monitor program sites when needed.
- Oversee the Schlegel Park Pool (seasonal).
- Assist with the operation of concession stands.
- Prepare promotional items and/or assist with social media for programs.
- Attend community gatherings and events to promote activities.
- Supervise part-time sports and aquatics staff.
- Assist with evaluations of part-time sports and aquatics staff.
- Work as a program leader when necessary or needed.
- Assist with scheduling and arranging youth and adult sports leagues.
- Knowledgeable or willing to become knowledgeable of swimming pool operations.
- Recruit and train volunteer coaches.
- Other duties as assigned by the Executive Director.

REQUIREMENTS OF WORK:

- High energy, positive “can-do” attitude, flexibility, working in a team environment, high attention to detail, high degree of initiative.
- Able to work flexible hours, Monday – Sunday, including evenings and weekends.
- Ability to manage time effectively.
- Knowledge of sports activities with the ability to conduct such activities.
- Knowledge of government and school district operations.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.

- Ability to communicate effectively, both orally and in written form.
- Strong computer skills and knowledge of Microsoft Suite products and Desktop Publishing.
- Represent the Reading Recreation Commission in a professional manner, at all times.
- Current PA driver's license with clean driving record.
- Certification in CPR, First Aid (within 6 months of hire).
- Pesticide (CORE/Category 24) or ability to obtain.

EDUCATION:

- Bachelor's Degree in Parks and Recreation, Sports Administration, or related field preferred.
- Five years of park and recreation experience with demonstrated leadership roles.
- CPRP certification is preferred but not required.

PHYSICAL REQUIREMENTS:

- Prolonged periods standing and moving during practices, games, meets, matches, and other competitions.
- Must be able to lift to 25 pounds at a time.

For further information about this position, please call 610-655-6201. All positions are subject to successful background clearances including PA State Police Criminal background check, PA Childline, and FBI fingerprinting. Reading Recreation Commission is an E/O/E.

The above position is classified as a Mandated Reporter. A mandated reporter is a person who, because of his or her profession or position, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. Any reports of suspected child abuse, after being reported to authorities, are to be communicated immediately to the Executive Director. Mandated reporter training for this position is required before beginning employment with the Reading Recreation Commission.