



City of Chelsea

HUMAN RESOURCES DEPARTMENT

City Hall, 500 Broadway Room 301

Chelsea, Massachusetts 02150

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Phone (617) 466-4170

Fax (617) 466-4175

Community Recreation & Arts Manager

\$48,824.53 - \$52,578.68

POSITION SUMMARY (Full Description Next Pages)

Under general supervision, the Community Recreation & Arts Manager will coordinate year-round, citywide and neighborhood-based recreation and cultural events, youth/adult leagues; and the scheduling of City parks for athletic and recreation uses. This job requires working relationships with professional or non-professional staff involved in the day to day operation, administration maintenance of parks and recreation area. Supervision received includes weekly meetings to monitor compliance with established policies and procedures and progress in the implementation of the Division's goals and objectives. Monitors assigned program staff and volunteers performance when applicable.

EDUCATION AND EXPERIENCE:

Bachelor degree or higher with major course work in Recreation, Sports or Arts Administration. A combination of equivalent education, training or experience related to the job requirements will be considered.

SKILLS, KNOWLEDGE & ABILITIES:

Basic computer skills, including Microsoft Office Suite. Excellent oral and written communication skills, with the ability to interact with a diversity of organizations and people.

Qualified candidates submit a cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to jobs@chelseama.gov or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301.

The City of Chelsea is an Equal Opportunity Employer

City of Chelsea

Position Description

JOB TITLE: Community Recreation & Arts Manager
DEPARTMENT: Health and Human Services
DIVISION: Recreation & Cultural Affairs
PAY CLASS/GRADE: MM4 \$48,824.53 – \$52,578.68

SUMMARY STATEMENT OF DUTIES

Under general supervision, the Community Recreation & Arts Manager will coordinate year-round, citywide and neighborhood-based recreation and cultural events, youth/adult leagues; and the scheduling of City parks for athletic and recreation uses. This job requires working relationships with professional or non-professional staff involved in the day to day operation, administration maintenance of parks and recreation area. Supervision received includes weekly meetings to monitor compliance with established policies and procedures and progress in the implementation of the Division's goals and objectives. Monitors assigned program staff and volunteers performance when applicable.

ESSENTIAL JOB FUNCTIONS AND DUTIES

Program Management

- Plan, coordinate and assist with all community recreation and cultural affairs activities with functions of other City departments, private and public agencies.
- Schedule athletic field use.
- Maintain inventory and assure proper care of Recreation and Cultural Affairs Division equipment and related programs materials.
- Assist with planning and development of recreation, sport programs, site visits, trips and cultural events made available for all community members.
- Monitor recreation facilities, concession stands and other city venues to verify their maintenance status as safe, clean and an appropriate environment for sport, recreation, and cultural activities.
- Develop and review schedules and monitors recreation, cultural events and the use of athletic fields.
- Review sports, recreation and cultural events programs and their delivery within established schedules, guidelines and budgets.
- Coordinate with outside groups and businesses in activities designed to benefit Division programs.

Record Keeping

- Collect fees for field usage.
- Track payments of fees related to events and activities in collaboration with divisions' registration and billing management assistant and following established procedures.
- Provide reports as needed.

QUALIFICATIONS

Education/Experience

- Bachelor degree or higher with major course work in Recreation, Sports or Arts Administration.
- A combination of equivalent education, training or experience related to the job requirements will be considered.

Skills, Knowledge, Abilities

- Basic computer skills, including Microsoft Office Suite.
- Excellent oral and written communication skills, with the ability to interact with a diversity of organizations and people.

SUPERVISION

- Supervision Given: None
- Supervision Received: Recreation and Cultural Affairs Division/Community Schools Director

August 2016 (LP/DC)