Recreation Manager

City of Ferndale

Recreation Department

The City of Ferndale is now hiring a Recreation Manager!

ABOUT THE POSITION

The City of Ferndale is seeking a Recreation Manager to work in the Recreation Department. This position will be a key member of our management team and will assist in the oversight, coordination and implementation of all aspects of the Recreation Department.

This position assists in the development of community recreation programs, assists in providing leadership and direction in the development of short and long range plans, manages and supervises assigned operations to achieve goals, plans and organizes workloads and staff assignments, monitors revenues and expenditures to assure sound fiscal control, manages promotion of recreational programs through advertising and community outreach, collaborates with other departments and organizations, obtains business sponsorships. Other duties include grant writing, program registration, data entry, maintain program records and general administrative duties.

OUR IDEAL CANDIDATE

The ideal candidate will be committed to administering high quality recreation programs, have a passion for working with people in variety of recreation settings, have effective organizational and time management skills, ability to coach staff and volunteers in a positive manor, be open to new ideas, be a champion for improvement, be empathetic, have patience and compassion for all residents and visitors seeking assistance, and will be self-motivated. Additionally, the right candidate will exhibit a proactive approach to problem solving and training.

NECESSARY SKILLS AND ABILITIES

It will be necessary for the candidate to provide exemplary customer service and be able and willing to know multiple functions of high level recreation planning and administration. Priority will be given to candidates with experience in program development and evaluation; ability to take initiative, work independently and execute sound judgement and critical thinking skills is a must; ability to navigate a computer and learn various computer programs. The willingness to learn and achieve goals will be necessary to succeed.

BENEFITS AND COMPENSATION

This position is a salaried position and includes an excellent benefits package. Above and beyond compensation, the City of Ferndale values a team approach and a fun and creative environment. Hours of operation vary and include a combination of weekday, evening and weekend hours depending on season and program schedule.

TO APPLY

Complete the application process at LINK to APP PORTAL by August 1, 2016, at 4:00 p.m. For further questions regarding this posting, please contact Justin Giorlando at jgiorlando@ferndalemi.gov.

ABOUT FERNDALE

The City of Ferndale is an active community of 20,000 located in southeast Oakland County, Michigan. Known for its mix of small-town neighborhoods and vibrant downtown district, residents and visitors choose Ferndale for its unique shopping and dining, peaceful parks, and safe homes and streets. Ferndale is a community in the truest sense of the word—a place where neighbors, artists, entrepreneurs, foodies, friends, and families come together to live, work and play.

The Ferndale Recreation Department is housed in the Kulick Community Center and offers a wide variety of year-round programs, leagues, events and classes for youth, adults and seniors!