



Job Title: Recreation Programs Manager

General Statement of Duties

Performs professional work in planning, organizing, and scheduling a citywide recreation program.

Classification

Full-Time/Exempt

Supervision Received

Works under the supervision of the Director of Parks & Recreation.

Salary Starting Range

\$48,000 - \$53,000 Annually DOE

Supervision Exercised

Supervises part-time and seasonal recreational activity personnel, including coaches, officials, supervisors, leaders, volunteers, etc.

Duties Performed (may not include all duties found in this class):

- Plans and directs recreation activities.
- Interviews and hires recreation staff.
- Trains recreation staff and ensures that coaches are properly trained to provide a positive experience for all participants.
- Monitors recreation activities to evaluate their effectiveness.
- Schedules recreation activities, including league schedules, coordination of schedules with other organizations and working with facility schedules.
- Ensures that staff open, supervise and close facilities as needed.
- Provides input in development of recreational budgets.
- Attends meetings as required.
- * Provides written and oral reports at Park Board meetings
- * Ability to use computer, software, web site and social media.
- Performs related work as required by the Director of Parks & Recreation.

Required Education, Experience and Skills

- Thorough knowledge of the principles, practices and techniques of public recreation management and the philosophy and objectives of public recreation.
- Considerable knowledge of the methods of organizing, conducting and supervising a program of recreational activities established to meet the leisure time and recreational needs of the community.
- Preferred recreation, physical education or related field degree.
- Ability to communicate and establish effective working relationships with fellow employees, other agencies and the public.
- Ability to evaluate community recreation needs and recommend appropriate programs.
- Considerable knowledge of recreational activities, including rules, sport fundamentals, etc.
- Ability to understand and follow instructions regarding job assignments.

Please send resume and cover letter to Wahpeton Parks and Recreation 304 5th Street S, Wahpeton, ND 58075 or email brad@wahpetonparks.com. Application deadline is Friday, August 29, 2025.