

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Identification Card

POSITION TITLE: PARKS AND RECREATION MANAGER

DEPARTMENT: Parks and Rec

SALARY RANGE: \$55,000 - \$75,000

Position Summary

The Recreation Manager is responsible for planning, organizing, coordinating, and supervising recreation programs, special events, community engagement activities, facility rentals, marketing initiatives, and stormwater outreach efforts. This position oversees the daily operations of the Community Center, develops and manages recreational programming for all age groups, coordinates community events, manages social media communications, and ensures efficient rental and utilization of community facilities.

Essential Duties and Responsibilities

- Plan, organize, coordinate, and oversee all community events, festivals, holiday celebrations, special programs, and public gatherings.
- Develop event budgets and manage expenditure.
- Coordinate vendors, volunteers, sponsors, contractors, and event logistics.
- Securing permits, licenses, and approvals as required.
- Evaluate event effectiveness and recommend improvements.
- Ensure compliance with safety standards and risk management practices.

Community Center Operations and Rentals

- Manage the daily operations of the Community Center and related facilities.
- Coordinate facility reservations, rentals, and scheduling.
- Develop rental agreements, policies, procedures, and fee schedules.
- Serve as the primary contact for renters and community organizations.
- Ensure facilities are clean, safe, properly maintained, and prepared for scheduled activities.
- Coordinate with maintenance and public works staff regarding facility needs.

Social Media and Community Outreach

- Develop and maintain the organization's social media presence across multiple platforms.
- Create and publish content promoting programs, events, facility rentals, and community initiatives.
- Design marketing materials, newsletters, flyers, and promotional campaigns.
- Respond to public inquiries and maintain positive community engagement.
- Monitor social media analytics and recommend strategies to increase public participation and awareness.

Additional Duties: Stormwater

- Manage assigned work schedule as outlined in Town and department attendance policies and procedures.
- Supervise and coordinate the daily activities of maintenance staff responsible for the upkeep of parks, rights-of-way, lakes, municipal facilities and grounds.
- Oversee the operation, maintenance and safe use of equipment and vehicles utilized in parks.
- Oversee the maintenance, repair, cleaning, and improvement of municipal properties, structures, facilities, playgrounds, fences, buildings, and recreational amenities.
- Conducts regular inspections of parks, facilities, rights-of-way, and public spaces to identify maintenance needs and ensure compliance with safety standards.
- Responds to citizen concerns, service requests, and emergency situations related to parks, facilities, and grounds maintenance.
- Performs related work as directed.

Knowledge, Skills, and Abilities

- Knowledge of recreation program development and administration.
- Knowledge of event planning and community engagement principles.
- Knowledge of facility management and rental operations.
- Knowledge of social media platforms, marketing, and public communications.
- Knowledge of stormwater education and environmental outreach programs.
- Ability to manage multiple projects simultaneously.
- Ability to communicate effectively with diverse audiences.
- Ability to prepare budgets, reports, and presentations.
- Strong organizational, leadership, and customer service skills.
- Proficiency with Microsoft Office and social media management tools.

Minimum Qualifications

- High School Diploma
- Stormwater level 1
- Three (3) to five (5) years of progressively responsible experience in recreation management, event planning, facility operations, community engagement, or related fields.
- Valid driver's license.

Working Conditions

- Work is performed in both office and outdoor environments.
- Position requires occasional evenings, weekends, and holidays to support programs and special events.
- May require lifting up to 25 pounds and extended periods of standing or walking during events.

Additional Duties

This position description is not intended to be all-inclusive. The Recreation Manager may perform other related duties assigned to support organizational goals and community needs.