

MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Elisa Hodge, Human Resources Director
Terri Vosters, Community Enrichment & Recreation Director
Date: September 30, 2024
Re: Permission to Fill Community Enrichment Program Manager

Background Information:

On September 18, 2024, the Community Enrichment Program Manager position became vacant. This provided the opportunity to implement some changes to improve department functionality and success rather than filling the position in the same capacity.

Staff are making recommendations regarding the job description based upon the understanding that there are Grignon Mansion staff duties that will be removed from the description and are currently being evaluated. The goal of these moves is to address both concerns by providing better alignment to allow positions to focus on specific areas to provide better quality programming and more program offerings.

August and September 2024, staff met with the Grignon Mansion Board and The Friends of the Grignon Mansion to determine how they would see the Grignon Mansion staff position in the future. In both meetings the desire for the Grignon Mansion staff position is unknown. Staff will continue to meet with the Board, Friends, and internal staff for a future recommendation.

Staff recommends that the part-time Community Enrichment Coordinator(s) continue to report to the Community Enrichment Program Manager. They shall manage the coordinator(s) with the Live! Hydro Music Series, Farmers Market, and Special Events. The incumbent will also be the lead coordinator for the Electric City River Jam Music Festival.

The Community Enrichment Program Manager will also program the Grignon Mansion site and offer tours.

Strategic Plan:

N/A

Budget:

No impact on 2024 budget

Staff Recommended

1. Grant permission to fill the Community Enrichment Program Manager with proposed changes to the job description position due to resignation.

Position Description

Position: Community Enrichment Program
Manager

Department: Community Enrichment &
Recreation

Reports To: Community Enrichment &
Recreation Director

Supervises: Part-time **Community Enrichment
Coordinator** & seasonal staff;
volunteers

Date: ~~October 16, 2023~~ September 11,
2024

POSITION SUMMARY

This position will develop and coordinate community recreational/enrichment and special event opportunities. Under the direction of the Community Enrichment & Recreation Director, establishes program goals and objectives, plans, develops, implements, and evaluates enrichment opportunities and special events for people of all ages, abilities, and backgrounds. ~~Manages Grignon Mansion sponsorship requests, long-term planning, facility management and collection management.~~ Supervises staff assigned to program area. Makes recommendations regarding program budget; implements and monitors approved budget. Manages Community Enrichment/**Grignon Mansion** programming. ~~Assist Friends of the Grignon Mansion with special events. Serve as the liaison to the Grignon Mansion Board and the City.~~ The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

MAJOR POSITION DUTIES

1. Supervise and coordinate Enrichment and Special Event program areas in the Community Enrichment division. Plans, develops, and implements year-round recreational opportunities for people of all ages and abilities, including the Christmas parade and Electric City River Jam.
2. ~~Facilitates various sponsorship sale opportunities for the Grignon Mansion.~~
3. Researches and recommends opportunities for special events and community partnerships with outside organizations and all City departments.
4. Create and manage youth/teen/senior enrichment programming.
5. ~~Create and manage Grignon Mansion programming and tours.~~
6. Oversee internal and external special events including Electric City River Jam.
7. Coordinates/oversees the work activities of volunteers and employees of the events/program/facility.
8. Collaborates with the Community Enrichment Coordinator on Live! at Hydro Park on schedule/sponsorship and activities.
9. Collaborate with Community Enrichment Coordinator on Farmers Market schedule and activities.
10. ~~Complete collections inventory including library and photograph catalogue for the City owned Grignon Mansion.~~
11. Provides input on program/event budget and develops for Director's review.
12. Organizes day-to-day operations. Works directly with staff on facility scheduling/management. Oversees inventory and ordering of supplies and equipment.
13. Supervises program personnel including Community Enrichment Coordinator(s); recruits, provides training and instruction, plans coordinates, assigns, and reviews work.
14. Assist with front desk operations.

15. Perform other duties as assigned.

QUALIFICATIONS

Requires bachelor's degree in Recreation Management, or related field or two-three years of equivalent experience. One year progressively responsible in coordinating special events.

Ideal Candidate will have:

- Two to three years of experience in recreation/special events/community enrichment.
- Supervisory experience preferred.
- Flexible schedule based on department and programming needs.
- Considerable knowledge of programming and planning.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy.
- Highly motivated and organized.
- Ability to communicate both verbally and in writing to establish effective public and internal work relationships.
- Ability to obtain CPR/First Aid/AED certification within 6 months of hire.
- Ability to understand and effectively carry out oral and written instructions.
- Must have a valid driver's license.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Acknowledgement: _____ **Date:** _____

The above statement reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all work requirements that may be inherent in the occupation.