

STROUD REGION OPEN SPACE & RECREATION COMMISSION

Job Posting – Recreation Manager



Who Is Stroud Region Open Space & Recreation Commission:

The Stroud Region Open Space & Recreation Commission (SROSRC) is located in the scenic Pocono Mountains of northeast Pennsylvania and headquartered in the borough of East Stroudsburg, Monroe County. SROSRC's mission is connecting the community with recreational programs, greenways, trails, parks, recreation amenities and natural areas throughout the Stroud Region.

SROSRC partners with Stroudsburg and East Stroudsburg boroughs, and Stroud Township to provide these municipalities with vibrant parks and programs for our diverse population.

All year and every season, Stroud Rec programs and events are a great way to get outdoors and connected to the community.

We are currently seeking applicants for the role of full-time Recreation Manager.

Recreation Manager Role and Responsibilities:

The Recreation Manager is responsible for planning and implementing, promoting, and facilitating year-round SROSRC programs and special events.

Primary Responsibilities include:

1. Plan, implement, and supervise summer camps, programs in the parks including walks/hikes, movies, pool events, and more.
2. Network with other organizations and businesses in the community to create unique recreation programs.
3. Create, design, and organize marketing material for upcoming special events and public programs.
4. Manage and maintain the website, social media, and visitor information.
5. Plan and implement special events.
6. Assist with general administrative duties and clerical tasks.

Who We're Hiring

- Bachelor's Degree in recreation management, environmental education, or related field and at least two years of experience planning and implementing programs, camps, and/or special events **OR** at least five years of experience in the above areas.
- A minimum of two years in a staff supervisory position.
- Interest in and aptitude for Pennsylvania natural history.
- Ability to use a computer, email, and software programs such as: Microsoft Office and other web-based programs.
- Comfortable with public speaking, networking with the media and the public.
- Ability to multi-task in a busy working environment.
- Ability to work well with others, be a team player, and collaborate with others.
- Be able to lift 50 pounds or more.
- Maintain a valid Driver's License.
- Ability to work in various weather conditions, indoor and outdoor environments.

Expected Hours of Work: 40 hours/week unless otherwise specified. Evening and weekend hours are required for multiple programs.

Compensation: Starting rate: \$38,000 – \$45,000 annually, proportional to the level of experience and skills, with benefits:

- Medical, dental, vision insurance
- Paid holidays
- Generous time-off policy

Join the SROSRC Team because YOU:

- Have a passion for connecting people with their natural environment and enriching activities.
- Have a compassionate spirit who fosters a sense of belonging within others from all walks of life.
- Want to gain new and valuable skills and experience to increase your influence on the organization.
- Desire to work in a dynamic and flexible work environment.
- Want to be part of a culture where new ideas for efficiency and productivity are welcomed and put into practice.
- Appreciate receiving meaningful recognition and feeling like your time and work effort matters to your employer, co-workers, and members of the public.
- Enjoy working in a variety of indoor and outdoor environments.

Work Environment and Physical Requirements:

1. A variety of indoor and outdoor settings, including four-season weather conditions.
2. Requires leading group hikes and outdoor excursions in varied terrain; candidates should be comfortable with extended periods of engaging in moderate physical activity.
3. Office settings, including extended time at a desk and working on a computer.

Must obtain these clearances upon hiring, to be completed before first day of work:

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check http://www.pa.cogentid.com/index_dpwNew.htm (Dept. of Human Services)

How to Learn More and Apply:

1. Go to: <https://www.srosrc.org/employment>. Click the link for the desired position to learn more.
2. Submit a cover letter and resume directly to Autumn@srosrc.org.

Role Competencies:

Action Oriented	Learning on the Fly	Process Management
Compassion	Listening	Self-Development
Composure	Managing Diversity	Technical Learning
Conflict Management	Organizing	Time Management
Customer Focus	Patience	Understanding Others
Dealing with Ambiguity	Perseverance	Written Communications
Drive for Results	Planning	Delegation
Ethics and Values	Priority Setting	Motivating Others
Integrity and Trust	Problem Solving	Organizational Agility