

Job Posting – Recreation Manager —Full-Time

Are you seeking a dynamic role at the heart of a team of dedicated professionals making a profound impact on the St. Louis community? Do you excel at understanding the needs, both individually and collectively, of a community and developing creative and meaningful programs to best support? Do you have a talent for project management and leading a program from design to successful execution to assessment? Do you thrive on building relationships and interacting with a diverse range of program participants, vendors, volunteers, employees and community supporters? Are you superior at organization and delivering inventive solutions to unique challenges?

If this resonates with you, Variety the Children's Charity of St. Louis (Variety) is seeking a talented Recreation Manager to play a pivotal role in delivering impactful programs that drive our mission.

Variety is a catalyst for transformative change in the lives of local children with disabilities, providing access to critical medical equipment, therapies and innovative recreation and performing arts programs. We are on a mission to redefine children's abilities and reimagine their possibilities.

If you are passionate about making the impossible possible and helping shape a world where children's potential knows no bounds, we invite you to apply.

Variety's Recreation Manager will:

- Develop and manage execution of all Variety enrichment programs including Adventure Camp, Bikes for Kids, Venturing Crew, social group activities, performing arts programming and other initiatives and activities.
- Initiate strategies to achieve program growth focused on increasing participation in programs and the impact of activities.
- Develop strategy and execution plan for each program including actions items, policies, procedures, timelines and division of responsibilities and manage program implementation and delivery.
 - Oversee, with the enrichment programs team, the coordination of all program logistics including developing curriculum, securing venues, recruiting and managing seasonal staff and volunteers, organizing supplies and transportation, and managing all communications to families and participants.
- Identify, cultivate and coordinate opportunities to collaborate with other organizations and connect families with other programs and services not provided by Variety.
- Develop and manage the execution of program assessment tools. Analyze assessment data and report to Variety leadership to guide informed decision making.
- Manage program budgets, expense tracking and reporting.

A successful Recreation Manager will have/be:

- A Bachelor's Degree, or equivalent, in recreation, education, social work, therapy or a related field. Ideally, the candidate will have an educational background and/or experience in project management.
- Minimum of five years of experience in recreational programming ideally with experience managing camp programs, early childhood education or afterschool programs. Experience with project management is a plus.
- Strong project management skills with excellent organizational skills, attention detail and the ability to prioritize and manage multiple tasks and a variety of tasks.
- A solution focused problem solver who is flexible and able to respond quickly and appropriately in changing or stressful situations.
- Excellent communication skills with the ability to interact and building relationships with a broad range of constituents from program participants, parents, vendors and staff including the ability to effectively recruit and supervise seasonal staff.
- Proficiency in Microsoft Office software.
- A passion for the mission of Variety and how they can contribute to its success.

Please submit a resume and cover letter to Robin Diehl, Programs Director at robin@varietystl.org.

Per Variety's policy, we require employees to be vaccinated against COVID-19 as a condition of employment, subject to accommodation. If you are hired, we will require that you prove that you have received the COVID-19 vaccine or have a valid medical or religious reason not to be vaccinated.

Variety the Children's Charity of St. Louis is an equal opportunity/affirmative action employer. Variety welcomes difference in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation, gender identity or expression and veteran status. All applicants who share this goal are encouraged to apply.