



City of Danville Recreation Program Development Manager

SALARY	\$3,239.65 - \$3,887.58 Semi-Monthly \$77,751.52 - \$93,301.82 Annually	LOCATION	Parks & Recreation 420 Memorial Drive, Danville, VA 24541, VA
JOB TYPE	Full Time Professional Exempt	JOB NUMBER	1002521
DEPARTMENT	Parks & Recreation	DIVISION	Parks & Recreation Administration
OPENING DATE	06/05/2026	CLOSING DATE	7/5/2026 11:59 PM Eastern

Description

Starting Salary: \$77,751.52 – \$93,301.82 Annually, **Dependent on Qualifications (DOQ)**

Directs, manages, supervises and coordinates the recreation activities and operations of the divisions of Community Recreation, Special Recreation, and Athletics within the City's Parks and Recreation Department; plans and coordinates comprehensive programs including, but not limited to, recreation, volunteer, cultural, health, and leisure programs, therapeutic, senior programming, special events, coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Director of Parks and Recreation; and performs related work as required.

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Assumes management responsibility for assigned services and activities of the Department's Recreation Divisions including planning and supervising comprehensive recreational programs in line with industry accreditation standards.
- To align recreation service delivery with the intent of seeking CAPRA accreditation.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for assigned recreation staff include those involved in organizing and encouraging the formation of clubs, teams, leagues, and special events; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures to ensure safe work practices, work quality, and accuracy and to ensure compliance to applicable rules, policies, and procedures; meets with staff to identify and resolve problems.
- Employs, supervises, trains, motivates, disciplines and evaluates division staff in a consistent, fair and uniform manner.
- Works with staff to evaluate community needs and interests; prepares community surveys; ensures that facilities, programs, and activities are meeting the changing needs of the community; recommends new recreation programs; forecasts trends and develops curriculum.

- Participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Works with staff to promote and oversee cost recovery and revenue generation for the department through recreational programming.
- Serves as the liaison for department's recreation programming with other divisions, departments, and outside agencies; attends and participates in organizational and community meetings as necessary; establishes and maintains a customer service orientation within the division.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints related to recreation service delivery; responds to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups, commissions, advisory boards, and citizens; negotiates and resolves sensitive and controversial issues.
- Provides responsible staff assistance to the Director of Parks and Recreation; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to recreation programs, policies, and procedures as appropriate.

ADDITIONAL DUTIES

- Performs additional duties as assigned

Education and Experience

Bachelor's Degree in Recreation, Parks Management, Therapeutic Recreation, Leisure Services, Special Events, or related field and five years related experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion.

Performance reviewed periodically.

Technical Skills

Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Supervisory Responsibilities

Manages, monitors and directs work performance of subordinate supervisors, makes final decisions on hiring, discipline, performance evaluation, setting program/work objectives and realigns work and staffing as needed.

PHYSICAL DEMANDS

- Work is sedentary in nature, requiring moving between office equipment and occasional light physical exertion.
- Adequate vision, hearing and talking to use a computer, telephone and communicate effectively with others.

NON-PHYSICAL DEMANDS

- May frequently experience time pressure, changing tasks, multitasking, and working closely with others as a part of a team.
- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and Microsoft Office and job-related software and hardware; and any other equipment as appropriate or as assigned.

WORK ENVIRONMENT

The work is normally performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment. May require an outdoor or recreational setting.

Employer

City of Danville

Address

427 Patton Street

Danville, Virginia, 24541

Phone

434-799-5241

Website

<http://www.danvilleva.gov>