

**Recreation and Wellbeing Program Manager
Bastrop County Care-a-van**

Job Title: Recreation and Wellbeing Program Manager

Starting Salary: \$4,000

Hours Per Week: No less than 40 hours per week. Full time non-exempt position.
Full time non-exempt position

Reports to: Krystal Grimes, Director of Inclusion and Resilience; Resilient Bastrop County Initiative

Send resume or letter of interest to - veronika@bastropcares.org

Job Purpose:

This position provides planning and implementation coordination for the mobile recreation and wellbeing unit of Bastrop County Cares (Bastrop Care-A-Van). Responsible for the recurring programming, events and activities that will take place in a highly mobile format to the micro-communities of Bastrop County. Works collaboratively on the preparation, management and evaluation of this project, including advertising, social media and tracking expenditures. Will work alongside community health workers and other vendors to provide information and referral resources.

The ideal candidate is a professional who is approachable and energetic that supports teamwork; possess excellent interpersonal and communication skills with the ability to learn along the way. The candidate must be able to demonstrate effective time management skills, programming abilities and be successful working independently and as a team.

Job Requirements and Qualifications: Required Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or an High School Diploma/GED and two years of experience in a related field, including but not limited to recreation, physical training, education, or event planning.

Knowledge and general understanding of scheduling, spreadsheets and administration required. Must have a valid US driver's license and provide a driver's record upon request (which can be obtained online from the DPS website).

Special consideration for bilingual (Spanish and English) candidates.

Appointment Period: Full Time; This is a 3 year grant funded position from January 2023 - 2025 with yearly evaluations of appointees performance. Eligible for benefits and typically works daytime hours, but may be required to work evenings, weekends, and holidays as necessary.

Knowledge, Skills, and Abilities:

- Skilled in providing exceptional customer service.
- Skilled in office interpersonal and telephone etiquette.
- Skilled in communicating with adults and children.
- Skilled in resolving problems or situations requiring the exercise of good judgment.
- Ability to exhibit good work ethics and attendance.
- Ability to communicate with professionalism.
- Ability to work independently and in a group setting.
- Experience working with multiple cultures, social economic groups and diverse populations.
- Knowledge of technology and specific programs/ applications to promote mobile unit.

Essential Functions:

40 %

- Increase community engagement through the mobile recreation and wellbeing unit for Bastrop County Cares
- Supports the relationship between Bastrop County Cares and the public by demonstrating courteous and cooperative behavior when interacting with all community members
- Foster working relationships with service providers and organizations to strengthen partnerships for mobile the mobile unit .
- Planning, mapping and execution of routes.
- Provide asset building and understanding of what the community needs to help connect with problem solve.

40%-

- Engage in community-driven activities and programs that relate to recreation, play and wellness activities as a strategy to build rapport and increase equity with community members.
- Provide culturally appropriate activities and resources

- Monitor the effective and safe use of the mobile unit and equipment.
- 20 %
- Refer people to CHWs to support them in navigating healthcare and social service systems.
 - Light cleaning and restocking of mobile materials
 - Provide assistance to BCC and communities conducting special events/ projects.

Ethical Behaviors and Guiding Principles of Bastrop County Cares:

- We show a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- We always demonstrate ethical behavior and business practices, and ensure that your own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- We establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- We speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- We look for opportunities to improve the operations of the organization.
- We work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- We seek to positively influence others to achieve results that are in the best interest of the organization.
- We assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- We determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- We assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- We think strategically by assessing options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- We seek first to understand before asking to be understood.