

Assistant Recreation Director

DEPT: Leisure Services
DIV: Recreation
DATE: February 2017

FLSA: Exempt
EEOC: Officials/Admin



POSITION SUMMARY

Performs a variety of **managerial, general administrative and supervisory duties** as needed to assist coordination of the establishment, organization, scheduling and operation of the Recreation Division; including general management of the Legacy Center, the Outdoor Pool, Senior Center, all recreation programming, and outdoor concessions.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED

Provides support to the Recreation Director in general supervision to the Recreation Manager, Aquatics Manager, Fitness Manager, Senior Center Manager and Administrative Assistant, and various full-time, part-time, seasonal and volunteer personnel.

ESSENTIAL FUNCTIONS

Aides planning, development, and implementation of all Recreation Division activities and operations; implements policies and procedures; supports coordination of resources to meet the needs of various groups or categories of participants; monitors division activity to assure quality; conducts periodic reviews and surveys of existing systems and procedures to ensure maximum operating efficiency; analyzes problems, projects consequences, identifies solutions, and implements changes; coordinates and instructs recreation related seminars and workshops; develops services to assist community groups, schools, boy scouts, etc.

Recruits, hires and trains various full time recreation personnel and part time staff; monitors performance to assure quality programs and services; makes recommendations affecting personnel status such as retention, advancement, and discipline; provides leadership to personnel by monitoring objectives and goals that assists the division in achieving its mission; communicates appropriate information to recreation personnel in a timely and effective manner;

Serves as a liaison to the community for the Recreation Director; prepares and delivers reports as needed to advise the Recreation Director of projections and results; represents the Recreation Director at meetings or functions within the division, with other City departments, or with outside organizations.

Assists program and special event marketing and advertising; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; performs general public relations as needed to address concerns and interests of the public; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors; reviews complaints, problems and concerns expressed by the public; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

Coordinates access to local facilities; aides in the scheduling and security of recreation facilities, buildings, and surrounding areas. Assures that recreation facilities are well maintained, clean, and safe both indoors and outdoors through periodic checks of facilities and equipment.

Assist preparation and implementation of division budget; performs annual budget planning for operational and capital improvement obligations; monitors on-going expenditures to assure compliance with fiscal goals; supports supervision and allocation of human, financial and material resources in order to meet City's recreation needs; prepares, reviews, and analyzes operational and financial reports;

Assists preparation of yearly calendar of recreational activities; assists recreation staff in securing access to various community facilities as needed to run programs; secures prizes and sponsors as necessary.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation management (preferably from a NRPA accredited program), physical education or some other related field;

AND

B. Five (5) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; **working knowledge** of the operation of personal computers and various software applications including spread sheets, word processing, etc.

Ability to organize recreational leagues, establish team rosters and schedule games, tournaments and other play activities; establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; administer a large work program; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

3. Special Qualifications:

Certification as a Parks & Recreation Professional (CPRP) through the NRPA is preferred. Must possess a valid driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, etc. Communicating, i.e., talking, hearing and seeing essential to job effectiveness. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)