

Recreation Manager - Operations

DEPT: Leisure Services	FLSA: Exempt
DIV: Recreation	EEOC: Professionals
DATE: July 2016	



POSITION SUMMARY

Performs a variety of **general administrative and supervisory duties** as needed to coordinate the establishment, organization, scheduling and operation of the Legacy Center concessions, the Vet's Ballpark concessions, Sports Park concessions, Legacy Day Care Center, birthday parties, Legacy Center Pre-School, Legacy Center Front Desk staff, Legacy Center Volunteer services for Day Care and Legacy Center Facility Rentals, reservations and special events. Performs general program management. Assists in the day-to-day management of the Legacy Center.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED

Provides direct to general supervision to Legacy Center evening managers, concession, day care, and front desk staff; i.e., fulltime, part-time and volunteers. As a Recreation Manager, provides general supervision to other Legacy staff.

ESSENTIAL FUNCTIONS

Plans, establishes, and organizes leisure programs and special events; manages all aspects involved with the functioning of all concession stands, day care, front desk, Legacy Managers, facility/day care volunteers; monitors activity to assure quality and serves as trouble shooter.

Receives all reservations for recreation programs and public rentals. Enters reservations into provided software to secure the facilities and equipment needed. Creates and posts a calendar of events to inform other staff or reservations.

Procures and maintains state licenses need to operate concessions and day care; acts as the official licensee for such licenses.

Recruits, hires and ensures training of concession day care preschool, front desk personnel, Legacy Managers and volunteers; monitors performance and makes recommendations affecting personnel statuses such as retention, advancement, and discipline; schedules self and others to ensure services are provided properly according to need.

Serves as a liaison to the community for the Legacy Center Manager; prepares and delivers reports as needed to advise the Legacy Center Manager of projections and results; recommends operating hours for concessions, day care and preschool according to participation; reviews complaints, problems and concerns expressed by the public and makes recommendations accordingly; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

Responsible for the security and general care of center facility, all concession stands, day care and preschool area and all associated equipment; orders replacement and new equipment as needed; keeps inventory and orders replacement product as needed; assures a safe and clean environment through periodic safety checks.

Gives recommendations for the division budget; makes revenue projections for concessions, day care, preschool and front desk; monitors on-going expenditures to assure compliance with fiscal goals; oversees program receipts and prepares or makes bank deposits.

Advises in the establishment of day care, food service, front desk and preschool costs; aides in the preparation of yearly calendar of Legacy Center activities, Directs and coordinates the catering of some functions in the facility.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in Early Childhood Education or Child Development, or related field with documented four courses of higher education completed in child development.

AND

- B. Two (2) years' experience performing above or related duties;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of methods and techniques in operating concessions, day care and preschool; community and public relations; budgeting processes and general accounting; working know ledge of the operation of personal computers and various software applications including spread sheet, word processing, etc..

Ability to develop, organize and implement various aquatic programs, establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing.

3. Special Qualifications:

Must possess a valid driver's license. Current certification in basic child and infant first-aid and Cardiac Pulmonary Resuscitation (CPR), and training in the Heimlich maneuver for treatment of an obstructed airway. Current certification in Food Management and Food handling.

4. Work Environment:

Incumbent of the position performs in a climate controlled environment in day care areas with up to 12 children per care giver, and in concession areas with the associated equipment and stresses of customer demands. Tasks require a variety of physical activities, not generally involving muscular strain related to walking, standing, stooping, sitting, reaching, lifting, and carrying up to 50 pounds, etc. Communicating, i.e. talking, hearing, and seeing, is essential to job effectiveness. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instruction, 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)