

Recreation Manager – Programs

DEPT: Leisure Services	FLSA: Exempt
DIV: Recreation	EEOC: Professionals
DATE: July 2024	



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 programs, rock wall, advertising, and special events.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED

Provides close to general supervision to all part-time and/or seasonal personnel required to run specific programs and classes, rock wall staff, etc. As a Recreation Manager, provides general supervision to other Legacy staff.

ESSENTIAL FUNCTIONS

Plans, establishes, and organizes recreation programs and special events offered through the Recreation Department; helps determine necessary components (i.e. instructors, facilities, equipment, volunteers, etc.); monitors program activities to assure quality and serves as trouble shooter.

Recruits, hires and trains full-time, part-time, and seasonal personnel needed in conjunction with programs and classes; monitors performance and makes recommendations affecting personnel statuses such as retention, advancement, and discipline.

Creates internally or procures from outside vendors, all advertising including: program flyers, posters, banners, utility bill inserts, and mailers. Serves on the Recreation Social Media Committee and is involved in posting/responding.

Serves as a liaison to the community for the Recreation Director; prepares and delivers reports as needed to advise of projections and results; makes recommendations concerning programs and classes offered and times available; 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.

Develops and recommends creative strategies to promote recreation operations, programs; and special events; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors.

Utilizes various desktop applications to develop marketing, correspondence and communications instruments, including flyers, posters, banners, utility bill inserts, mailers, membership packets, etc.

Ensures strategies, plans, processes, procedures and activities comply with established city guidelines; promotes and advances "brand awareness" to generate community participation.

Responsible for all equipment associated with the various programs and classes; keeps inventory and orders replacement and new equipment as needed; assures a safe and clean environment through periodic safety checks.

Gives recommendations for the division budget; makes revenue projections; monitors on-going expenditures to assure compliance with fiscal goals; advises in the establishment of program fees; aides in the preparation of yearly calendar of Legacy Center activities

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in Recreation Management or closely related field;

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, techniques, and philosophies of developing and operating a broad spectrum of programs and classes; programming for all age groups in the community; liability issues and injury prevention; organizational skills; budgeting processes and general accounting; working knowledge of personal computers and various software applications including spread sheets, word processing, etc.; Working knowledge of various desktop applications including Adobe, Publisher, MS Office, etc.

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

3. Special Qualifications:

Must be "on-call" to assist with issues beyond the normal day work hours.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. 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)