

Position Description
CITY OF REMINDERVILLE
An Equal Opportunity Employer
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Job Title: **Recreation Manager**
Department: Recreation
Appointing Authority: Recreation Director
Immediate Supervisor: Recreation Director
Positions Supervised: Recreation Aid & Recreation Lead (part time)
Part time employees, as assigned
Pay Grade: 4 (\$22.00-26.00/hour)

JOB RESPONSIBILITIES:

Under direction, the Recreation Manager develops, coordinates, schedules, implements, supervises, and evaluates of a variety of recreational programs, activities, special events, and childcare programs.

QUALIFICATIONS:

Bachelor's degree in recreation management, leisure studies, health/physical education, public administration, or related field, and a record of success in supervising / directing recreation personnel; or an equivalent combination of education, training, and experience. Must possess a valid driver's license with an acceptable driving record.

WORKING CONDITIONS:

The Recreation Manager is required to work a flexible schedule, including nights, weekends, and holidays, or as directed. The anticipated work schedule will be Monday-Friday 12:00 pm-8:00 pm during the school year and Monday-Friday 8:30-4:30 pm during the summer months and school breaks. The incumbent should be able to travel within and outside of the city, work outside, and be exposed to adverse environmental conditions including high and low temperatures; humidity, rain, and wet conditions; direct sunlight; wind; outdoor allergens; and noise.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, sit; use hands to handle or feel and use office devices such as keyboard equipment; talk, and hear. The employee is frequently required to reach with hands and arms. The employee is required to stand, walk, stop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally move and/or lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

An individual who poses a direct threat to the health and safety of himself / herself or others in the workplace will not be deemed qualified for this position.

(Non-Exempt: X Exempt: Admin.: Prof.: Exec.:)

CITY OF REMINDERVILLE

Knowledge of:	Skills and abilities to:
<ul style="list-style-type: none"> • Child Development • Cash registers and point-of-sale transactions* • Supervisory and managerial methods • Staff scheduling, training, and work-assignment methods • New employee identification and selection methods • State employment laws / regulations and city employment policies* • Facility management and operations* • Safety precautions and procedures related to facility operations* • Principles of customer service • Office practices and procedures • Computer operation, including but not limited to Microsoft Word, Excel, PowerPoint, Outlook/email, databases, and recreation software • Correct use of grammar, punctuation, and spelling • Basic arithmetic, statistics, and 1-variable algebra • Departmental goals, objectives, policies, and procedures* • Budget administration and purchasing procedures* • City services* 	<ul style="list-style-type: none"> • Define problems, collect data, establish facts, and draw valid conclusions • Perform basic mathematical, statistical, and algebraic operations, as related to primary job functions • Measure qualities against established standards • Develop and maintain effective working relationship with supervisors and co-workers • Maintain a positive environment for employees, members, guests, and participants • Respond to emergency situations and apply appropriate safety and security precautions • Recognize unusual or threatening situations • Interact and respond appropriately to children and adults, including those with disabilities • Develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds • Speak to others with poise, voice control and confidence, using proper grammar, and vocabulary appropriate to the audience • Resolve conflict • Maintain confidentiality • Communicate effectively in written, oral, and electronic form, using written and electronic methods, telephone/voice mail, and email • Communicate in a professional and timely manner; check mail, voice mail, and email daily • Prepare accurate and concise reports • Classify and organize records • Read, understand and interpret manuals, policies and procedures, technical drawings and documentation, rules, regulations, memos, letters, reports, and financial statements • Be disciplined and reliable • Complete assignments and duties in a timely fashion and by established deadlines • Organize, prioritize, and coordinate multiple tasks • Plan and schedule work

* May be acquired after hire

Illustrative Duties (the duties listed below are intended to depict tasks performed by this classification)

Youth Services

- Develops, coordinates, schedules, implements, and supervises recreational events and childcare programs (e.g., summer camp, recreational programs and classes, special events, before and after school care).
- Evaluates programs, activities, and special events to modify programs as needed and recommend areas for improvement.
- Assists in the development of short and long-range goals; maintains records and statistics for programs, participants, and personnel.
- Enforces program and facility rules, policies, and procedures, responsible for proper use and care of materials, equipment, and facilities.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents.
- Completes and submits injury, incident, and behavior reports; communicates with parents on child's behavioral concerns and discusses enrollment or disenrollment in programs.
- Manages and supervises staff to ensure performance meets or exceeds acceptable standards.
- Assigns tasks; trains workers in proper methods and techniques; coaches' employees to improve performance and conduct; handles and resolves employee complaints, disputes, and grievances, and takes appropriate action.
- Conducts employee evaluations; approves requests for time-off; interviews applicants for employment; recommends the hiring, firing, advancement, disciplinary action, and any other changes in personnel status.
- Conducts training and team building activities.

Front Desk Operations

- Provides administrative & clerical assistance to the Recreation Director.
- Provides frontline interaction with the public in a friendly & professional manner through personal contact.
- Assist with several financial operations for the department including but not limited to the collection & processing of all monies received for all recreation programs, memberships, facility reservations, and other department functions. Processes program registrations, enters participant data, collects & processes registration fees; processes refunds, program confirmations, pool schedules, program schedules; and prepares daily deposits and reports of account activities for Director.
- Help in the coordination of computer registration process including Internet registration functions and troubleshooting as necessary.
- Assists w/ processing payroll for department personnel in accordance w/ procedures set by Human Resources and Finance Department. Verifies hours, wages, leave accounts, project codes, wage rate changes and submits for all department personnel to Human Resources.
- Stay current on issues relative to the field of recreation.
- Keep informed of changes in information, technology, software, and other methods that have potential for improving departmental service delivery goals.
- Respond to questions and concerns from the public, City staff, and City Council, by providing information to resolve issues or concerns.

Illustrative Duties (the duties listed below are intended to depict tasks performed by this classification)

Facility Operations

- Oversees routine cleaning and maintenance of childcare area and equipment.
 - Ensure all doors, locks, safes, and rooms are closed and secured.
 - Report building system and equipment malfunctions to supervisor.
 - Enforce departmental policies and procedures.
 - Ensure compliance with safety standards.
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Marketing

- Promotes use of community recreation facilities, childcare programs, and activities.
 - Assists in preparation of brochures, calendars, letters, posters, press releases, flyers, and related communications regarding programs.
 - Assists in seeking sponsorship support for programs and events; interacts with schools, civic groups, community-based organizations, and parents to educate on activities and services, foster relationships, solicit ideas for future curricula, and develop strategies for correcting current program deficiencies.
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Miscellaneous

- Contribute to the overall success of the department by performing other essential duties and responsibilities as assigned.
 - Attend meetings and serve on committees, as requested.
 - Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions.
 - Perform additional duties and assignments, as directed.
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Part time employees, as assigned
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I, _____, have reviewed this job description with my supervisor and have been afforded the time and opportunity to ask any questions regarding the requirements, duties, and expectations for this position. I understand what is expected for this position and have been provided the answers to all of my questions regarding this job description.

Employee Signature

Date