



POSITION DESCRIPTION

JOB TITLE: Recreation Center Manager	GRADE: 14
DEPARTMENT: PRT	FUND: General
APPROVED BY:	APPROVED ON:

GENERAL PURPOSE:

Managing, directing, marketing, developing athletic programs, promoting tourism, and supervising all aspects of the recreation facility center operations as well as Complex facility.

SUPERVISION RECEIVED:

Works under the direct supervision of the Parks, Recreation & Tourism Director.

SUPERVISION EXERCISED:

Serves as the supervisor for all community center part-time employees and volunteers as designated by the director.

ESSENTIAL DUTIES, RESPONSIBILITIES AND TASKS:

- Performs administrative work that involves leadership, organizing, maintaining records and liaison duties as needed.
- Designs, develops, and manages sporting events that help promote tourism to the area through the center and the Richard Gray Recreation Complex.
- Assists in the employee selection process for new hires to include interviews, training, and evaluations.
- Assists in providing departmental reports that include budget, programs, and revenues of center operations.
- Manages center fiscal processes to include cash handling procedures, revenue collections, expenditures, procurement reports, and annual budget.
- Maintains the departments REC DESK program.
- Develops, maintains, and monitors all contracts/MOU/agreements within the center and as deemed necessary by the director.
- Secures and schedules use of needed facilities for activities to the public to include rentals, partners, and athletic events.
- Prepares for publication a variety of digital brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.
- Coordinates, schedules, and maintains related records and statistics for facility operations, programs, events, and tournaments.
- Schedules personnel for center operations maintaining full coverage.

- Serves as a liaison for the department on various community committees as appointed by the director.
- Promotes interest and provides information regarding recreation programs to community leaders, recreation officials, community service groups, other departments, and the general public.
- Performs other duties as required.

DESIRED MINIMUM QUALIFICATIONS:

- Graduation from a four-year college or university with a degree in recreation or a closely related field
- 5 years in recreation experience or an equivalent combination of education and experience. CPRP preferred, but not required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of recreation philosophy, planning and administration; considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community recreation program.
- Skill in First Aid and CPR/AED.
- CPRP Certified (optional, but preferred)
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS:

- Valid state driver's license. First Aid and CPR/AED certification.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and data base software, calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to while performing the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; background investigation; job related tests may be required. If considered for employment, a drug and alcohol test is required.

SUPPLEMENTAL INFORMATION:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____