

Department: Parks & Recreation
Position: **Recreation Manager**
Accountable To: Parks & Recreation Director
Supervision Exercised: Recreational personnel and volunteers who help in the development and implementation of athletic & recreation programs.
Position Objective: Provide a variety of recreation opportunities for the community by planning, implementing, coordinating, and supervising all recreation programs and sports activities.

Duties and Responsibilities:

- Plans, organizes and directs recreation programs & activities for community recreation.
- Stay abreast of new trends in the field of parks and recreation.
- Directs and implements special reports, studies, and surveys.
- Ensure safe and effective operation of recreation programs and facilities.
- Determines present and future programs and facility needs, as well as goals and objectives for the Recreation division.
- Respond to and resolve citizen inquiries and complaints; respond to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups, advisory boards, and citizens.
- Provide staff assistance to the Director of Parks and Recreation.
- Develop and implement marketing and promotional materials for all programs and services.
- Develop request for proposals for assigned job tasks.
- Pursue grants or other forms of financial assistance to enhance funding for programs.
- Exhibit leadership to staff, work teams, and fellow employees.
- Direct and review the evaluation of programs offered to ensure program services meet community needs.
- Implements various recreation & sports activities, including registration forms; creating schedules and rosters; equipment orders; identifying and proposing new activities; calculate programs cost and establish registration fee.
- Responsible for major publication of recreation activities brochure.
- Manages the recreation division budget by; planning, developing, and controlling a portion of the budget. Inventories and purchases equipment and supplies. Summarizes data and statistical information, including revenue and expense comparisons for recreational activity reports as needed.
- Recruits, trains, schedules and supervises competent recreation personnel. Promotes and implements certification programs for youth coaches and youth leagues.
- Assures quality in programming by establishing and enacting rules, regulations, policy and program fees.
- Monitors payroll for officials and other part-time recreation personnel.
- Pursues continuing education to ensure competence within the recreational and computer fields.
- Maintains a harmonious working relationship with other recreational agencies, clubs, and organizations by assisting them in developing or implementing respective activities.
- Cooperates with other city and department personnel by assisting with other activities.
- Implements and coordinates schedules and submits required school facility use permits. Coordinates with Moffat County on facility use at Loudy Simpson.
- Coordinates sports facility usage with park maintenance staff.

Skills:

- Interpersonal and public relations requiring effective written and verbal communications.
- Instructional methods and the ability to work with multiple computer systems and software.
- Knowledge of equipment, facilities, safe operation and techniques used in any recreation or athletic

programs.

Mental Demands:

- Interpersonal skills with youth and adults.
- Instructional skills/abilities.
- Independent decision making, problem-solving, and good judgment.
- Ability to maintain an effective working relationship with the public and city employees.

Work Experience:

- Prior experience in sports and recreation programs and development.
- Extensive knowledge and demonstrated skills in coaching and managing team sports activities and recreation programs.
- Prior experience in special event coordination and planning preferred.
- Prior experience with recreation-based registration software preferred.

Education/Training:

- Bachelor's Degree in Recreation Management, Leisure Studies or Physical Education.
- Two years' experience in related field preferred.

Working Conditions:

- Unlimited stress; exposure to inclement weather: dust, sun, wind, rain, cold; office and fieldwork; unusual hour including evenings, weekends, and holidays to implement recreational activities as necessary.

Physical Demands:

- Walking; standing; sitting; physical and mental exertion; good dexterity skills; excellent overall physical condition with adequate athletic skills.

Contacts:

- Organizations; public; schools, clubs, non-profit organizations, etc. Agencies, primarily recreational and leisure, as well as other related government agencies.

Special Requirements:

- Valid Colorado Vehicle Operator's License and current First Aid and CPR certifications or willing to obtain. Must be able to pass a pre-employment drug screen, motor vehicle, and background check.