

JOB DESCRIPTION

Job Title: Recreation Manager
Department: Parks & Recreation
Area: Recreation
Grade: 35 (36,682-55,817)

GENERAL PURPOSE

Manages recreation operations for department athletic and aquatic facilities, and supervises community recreation offerings including programs, rentals and events for seniors, adults and youth.

SUPERVISION RECEIVED

Works under the general supervision of the Parks & Recreation Director.

SUPERVISION EXERCISED

Supervises recreation supervisors, recreation specialists, athletic coordinator, part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to Parks and Recreation Director and Park Board; makes presentations to supervisors, boards, commissions, civic groups and the general public, as required.
4. Communicates official recreation plans, policies and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests for Indoor Pool, Outdoor Water Park and Recreation departments; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
6. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

8. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
9. Prepares a variety of studies, reports and related information for decision-making purposes.
10. Coordinates recreation staff in the development and implementation of community recreation programs.
11. Prepares recreation payroll for full-time, temporary and seasonal staff and completes and tracks purchase order request for recreation and aquatic expenditures.
12. Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
13. Coordinates, schedules and maintains related records and statistics for programs and personnel.
14. Performs program, equipment, uniform photography bids and manages contracts with vendors.
15. Coordinates the planning and management of all concession management related activities, including design, layout, operation, inventory, contracting and staffing.
16. Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City of Belton departments, and the general public.
17. Performs other assigned duties as directed by the Belton Parks & Recreation Director.

PERIPHERAL DUTIES

1. Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities.
2. Oversees tournament and rental programs for department athletic facilities.
3. Serves as a member of various employee committees, as assigned.
4. Serves as liaison to the Belton School District.
5. Attends other community and organizational meetings as directed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from a four-year college or university with a degree in recreation or a closely related field,

2. 3+ years recreation experience including community center programming, athletic facility management, or
3. An equivalent combination of education and experience,
4. Must possess or have the ability to earn and maintain a Certified Park and Recreation Professional, and First Aid/CPR/AED certifications,

Necessary Knowledge, Skills and Abilities

1. Considerable knowledge of recreation philosophy, planning and administration; considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program; considerable knowledge of operation and facility management of athletic and aquatic facilities.
2. Skill in operation of listed tools and equipment; skill in First Aid and CPR,
3. 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

1. Valid state driver's license
2. Subject to working some weekend and evening hours.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 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 50 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.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

To submit a cover letter and resume, please send to:

*Brian Welborn, Director
Belton Parks and Recreation
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