

## RECREATION SERVICES MANAGER

**Note: items listed in red text are additions proposed for final approval on 6/27/19**

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Recreation Services Manager will be responsible for developing and implementing a comprehensive plan for service-oriented management of all recreation programs within the District including, but not limited to, adult, teen and youth sports, aquatics, special events, and special interest classes. The Manager is responsible for training a staff of Coordinators and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Represent District at community functions and act as liaison between local service groups and District. **Serve on community committees**
- Design and implement yearly budgetary guidelines for recreation programs
- General supervision of recreation programs
- Negotiation of departmental service contracts for District Administrator approval
- Prepare mailings for upcoming programs and assist office staff with registration as needed
- Aid coordinators in preparing all necessary site materials for efficient and safe recreation programs
- Assist coordinators with disciplinary issues and enforcement of "Athletic Code of Conduct"
- **Have knowledge of rules for sports, setting up leagues, and tournament formats.**
- Recruitment and retention of special interest instructors; development of special interest programming
- **Recruiting, hiring and training aquatics staff including coordinator, swimming instructors, lifeguards, and coaches (both swimming and synchronized swim teams).**
- **Attend Valley Foothill Competitive Aquatics League (VFCAL) meetings as the District representative and decision maker for Robalos Swimming and Mermaids Synchronized Swimming teams**
- Serve as advisor for Youth Assistance Fund and solicit potential contributors
- Creation and distribution of District's activity guide
- Ensure completion of paperwork by all Recreation Department new hires
- Write articles and news releases for distribution to the local media
- Use of current registration and reservation tracking software to input, cancel, reserve, and change facilities and class information
- Responds quickly to all safety related issues
- Serve on District Safety Committee as required
- Review and approve department time on the time clock system; ensure that all entries are correct
- Attend periodic manager's meetings, Parent's Club meetings, and other District activities as needed
- Coordinate, prepare and assist with Special Events, including, **but not limited to** Party in the Park, Auburn **Harvest Festival, Food Truck Fiesta, Obstacle Race, Ain't Necessarily Dead Festival, and assorted minor events.**
- **Secure sponsor donations and in-kind sponsorships in support of District events.**
- **Retain sponsors and partners through on-going relationships.**
- Answers telephone and responds to questions from the public
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Ensure informative voice mail outgoing messages are current
- Coordinate updates of District web page
- Create and update informational flyers regarding programs, events and schedule change
- Conduct weekly adult sports, youth sports, and aquatics staff meetings
- Attend weekly supervisory staff meetings

- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings

## **KNOWLEDGE, SKILLS AND ABILITIES**

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to recreation programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, spreadsheets and graphic based programs, preferably on PC based systems; have knowledge of the following: theories, principles and practices common to recreation programs and services; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

## **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Graduation from an accredited four-year college or university with a degree in Recreation Administration, Physical Education, Public Administration or related field; Three years full-time experience in community, military, or collegiate recreation with a minimum of two years as a supervisor; or an equivalent combination of education and experience.

## **LICENSES AND CERTIFICATES**

Certified Recreational Sports Specialist (CRSS) or Certified Leisure Professional (CLP) strongly desired.

First Aid, CPR Certification, and Certified Pool Operator/Aquatic Facility Operator certification are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reviewing documents, inspecting classes and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen and pool chemicals. The position sometimes requires several hours of work on swimming pool decks, in all weather conditions and in direct sunlight. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments. Position requires travel to meetings, seminars, pools and aquatic facilities in neighboring areas, generally within 50 miles of the District boundaries.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

**COMPENSATION:** Salaried exempt non-union position.

Wage rate range

\$29.56 - \$42.85

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**