

# **Recreation Manager Job Description**

## Recreation Manager Job Description

A recreation manager develops, manages, promotes and implements individual and group recreation programs.

### Responsibilities

- Specific responsibilities for recreation managers may include planning and budgeting for classes, activities and events, promoting activities in the community, attending activities to ensure proper implementation, overseeing staff and maintaining attendance logs.
- Responsible for all operations at all facilities
- Responsible for the overall coordination, administration, implementation, and management of recreation programs and activities.
- Develops, manages, and provides oversight to a comprehensive recreation program and related youth and adult activities including communitywide special events; special interest classes; summer youth and adult classes; Cultural programs (music, art, drama, dance, etc.) for all segments of the community.
- Provides management oversight, coordination, promotion, implementation, and evaluation of recreation programs, activities, and projects.
- Develops, prepares, and justifies a budget for areas of responsibility. Controls and accounts for the expenditure of funds in accordance with the approved budget.
- Recommends charges for fee based Programs. Responsible for facility fees collected for the Recreation Center, league fees, and fees collected for special recreation events.
- Recruits, selects, and supervises quality Recreation Division personnel. Plans, organizes, leads, and controls the work of professional and support staff and outside agency facilities used in community recreation programming
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, website and related communications regarding recreation programs.
- Performs or assists subordinates in performing duties, adjusts errors and complaints, and maintains harmony among workers
- Effectively promotes and represents the Arbuckle Parks & Recreation District , in the community.
- May serve as an advisor on numerous sports league boards throughout the district.
- Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
- Coordinates, schedules, and maintains related records and statistics for programs and personnel.

- Communicates official plans, policies, and procedures to staff and the general public.
- Responsible for updating or revising existing policies and procedures to accommodate the changing needs of patrons.
- Attendance at work is an essential function of this position.
- Serves as a member of various employee committees, as assigned.
- 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
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs and ensures that training is obtained.
- Ensures proper labor relations and conditions of employment are maintained.

## **Qualifications**

- Ability to formulate park policies, procedures, rules, and regulations.
- Ability to instruct, direct, and evaluate employees.
- Ability to analyze and appraise facts and precedents in making management decisions.
- Ability to plan, organizes, and supervises the construction, operation, and maintenance of parks.
- Ability to schedule work projects.
- Ability to maintain site inventories and records.
- Ability to prepare reports and recommendations.
- Ability to conduct conferences with community leaders and speak effectively before groups.
- Ability to evaluate and implement changes in programs.
- Ability to organize, evaluates, and presents information effectively, both orally and in writing.
- Ability to maintain favorable public relations.
- Excellent customer service skills, establishes and maintains effective working Relationships with other employees, officials, and all members of the general public.
- Graduation from a four-year college or university with a Bachelor's degree in recreation or a closely related field, or an equivalent combination of education and experience preferred.

## **Physical Requirements**

- In addition to education and previous experience, employers often have physical requirements. These may include the ability to lift up to 50 pounds, stamina to walk and stand for long periods of time and the ability to participate in activities.