



## AGENDA ITEM SUMMARY FORM

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**MEETING DATE:** 2/18/2025

**PREPARED BY:** Jason O'Mara, Assistant Director of Parks & Recreation

**AGENDA CONTENT:** Discussion on Angleton Recreation Center and Recreation Division's operations and staffing structure.

**AGENDA ITEM SECTION:** Regular Agenda

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**BUDGETED AMOUNT:** NA **FUNDS REQUESTED:** NA

**FUND:** NA

### EXECUTIVE SUMMARY:

On January 27, Angleton Better Living Corporation (ABLC) requested staff provide a summary of current staffing positions and operational structure for the Angleton Recreation Center and Recreation Divisions.

The Angleton Recreation Center operates under the Parks & Recreation Department, offering fitness, aquatics, open gym recreation, rental opportunities, and structured programming. The facility serves as a community hub and emergency shelter, requiring a structured approach to staffing and operations.

The Recreation Division plays a vital role in enhancing the quality of life of Angleton residents and the surrounding community by providing diverse programs, events, leisure activities, and recreational opportunities for all ages that promote social, physical, and emotional well-being. The division focuses on youth development, active aging, outdoor recreation, and community engagement through structured programming and special events.

### Angleton Recreation Staffing Structure

The Angleton Recreation Center is managed by a combination of full-time and part-time employees, ensuring daily operations, maintenance, and program delivery.

### Operational Overview

- **ARC Hours of Operation:**
  - Monday–Friday: 5:00 AM to 9:00 PM
  - Saturday: 8:00 AM to 6:00 PM
  - Sunday: 1:00 PM to 6:00 PM

- **Pool Hours of Operation:**
  - Monday–Friday: 5:30 AM to 7:30 PM
  - Saturday: 8:30 AM to 5:30 PM
  - Sunday: 1:30 PM to 5:30 PM
- **Holiday & Emergency Operations:** Holiday hours vary but generally follow a reduced schedule of 8:00 AM to 6:00 PM. The facility serves as a designated warming/cooling center and a Red Cross shelter during emergencies.

#### **Angleton Recreation Center Full-Time Staff:**

- **Facility Operations Superintendent** – Oversees overall facility operations, building upkeep, safety compliance, staffing, independent contractors, budgeting, and strategic planning.
  - **Direct Reports:** Aquatics Manager (1), Member Services Assistant (2), Part-time Facility Assistants (3)
- **Aquatics Manager** – Oversees natatorium operations and maintenance, lifeguard staffing, and aquatic programs.
  - **Direct Reports:** Lifeguards (25-35), Water Safety Instructors (2-3)
- **Member Services Assistants** – Provide customer service, process memberships and rentals, resolve customer issues, and support front desk operations. 50% of the time is spent working at the desk and the other 50% is spent completing administrative tasks.
  - **Direct Reports:** Part-time Front Desk Clerks (7-10)
  - **Schedule Explanation:**
    - **Opening Shift:** 4:30 AM to 1:30 PM
      - 4:30 AM to 8:30 AM – Working at Front Desk
      - 8:30 AM to 9:30 AM – Break
      - 9:30 AM to 1:30 PM – Administrative work
    - **Day Shift:** 8:30 AM to 5:30 PM
      - 8:30 AM to 12:30 PM – Working at Front Desk
      - 12:30 PM to 1:30 PM – Break
      - 1:30 PM to 5:30 PM – Administrative work

#### **Angleton Recreation Center Part-Time Staff:**

- **Facility Assistant** – Assist in overseeing the daily operations of the facility, monitoring access, ensuring safety, supporting other part-time staff, rental coordination, and responding to emergencies as needed. Serves as the supervisor on nights, weekends, and City holidays.

- **Front Desk Clerk** – Supports daily operations of the front desk and customer experience, handling customer transactions, selling memberships, day passes, and rentals, assisting with program registration, support with monitoring the facility, and responding to emergencies as needed.
- **Lifeguards** – Supervise the natatorium and ensure patrons are aware of and adhere to safety rules and policies of the facility, assist with cleaning and minor maintenance, and respond to emergencies as needed.
- **Water Safety Instructors** – Teach or assist in swim lessons offered at the Angleton Recreation Center pool.

## **Recreation Division Staffing Structure**

The Recreation Division operates with a mix of full-time and part-time staff to ensure successful programs and a positive community impact.

### **Full-Time Staff:**

- **Recreation Superintendent** – Oversees the development, implementation, and evaluation of recreation programs, special events, and community engagement initiatives. Responsible for budget management, staff supervision, strategic planning, department marketing, and communications.
  - **Direct Reports:** Recreation Specialists (3), Interns
  - **FY24/25 Programs & Events:** Jingle Bell Run, Community Garage Sale, Doggy Egg Hunt, Great Race, Father-Daughter Dance, and Cookie Jamboree
- **Recreation Specialist – Senior Programs** – Coordinates programs and services for the senior population, including wellness activities, social engagement, educational workshops, and senior trips.
  - **Direct Reports:** Contracted Bus Driver(s)
  - **FY24/25 Programs & Events:** Day Trips, Overnight Trips, Christmas Party, Monthly Potlucks, Thanksgiving Potluck, Summer Party, Valentines Social, Lunch & Learns, Program Tuesdays (bingo, games, crafts, bunco, etc.) Chair Volleyball, and Bean Bag Baseball
- **Recreation Specialist – Camps & Recreation Programs** – Manages youth camps, after-school programs, and general recreation activities, ensuring safe and enriching experiences for participants.
  - **Direct Reports:** Seasonal Program Assistants – Camp (4-5)
  - **FY24/25 Programs & Events:** Splish Splash Swim Tales, Puzzle Palooza, Fall Break Trip, Wellness Walkers, Spring Break Camp, Summer Camp, Adaptive Arts & Eats, Little Chefs, and Cake Off Challenge

- **Recreation Specialist – Leagues & Outdoor Leisure** – Oversees adult and youth sports leagues, tournaments, outdoor recreation initiatives, and nature-based programs.
  - **Direct Reports:** Track Coaches (2-3)
  - **FY24/25 Programs & Events:** Green Garden Series, Mini Athletes, Junior Pickleball, Starry Nights, Youth Volleyball, Youth Basketball, Adult Volleyball Leagues, Angleton EnviroLeaders, Adult Pickleball tournament, and Track Camp

#### **Part-Time & Seasonal Staff:**

- **Seasonal Program Assistants (Summer)** – Support the execution of camps, events, and recreation programs to ensure we meet the Standards of Care ratios for the number of children and instructors, and provide hands-on assistance with activities, logistics, and participant engagement.
- **Track Coaches (Summer)** – Lead and develop youth track and field programs, focusing on skill development, teamwork, and competition preparation.

#### **Operational Staffing Breakdown & Funding Allocation**

The following documents provide details on staff schedules and the methodology used to calculate part-time staff hours. These attachments provide insight into how staffing coverage is structured across various shifts and how part-time hours are allocated based on operational needs. This information is critical for budget planning and funding requests, ensuring that staffing levels align with program demands while maintaining fiscal responsibility.

#### **RECOMMENDATION:**

No action is required; this is an informational update per ABLC's request.