



## RECREATION CENTER MANAGER POSITION DESCRIPTION

### **GENERAL PURPOSE**

Responsible for day-to-day operations, coordination, and management of the City Recreation & Aquatic Center and its programs and activities; implementing Parks, Recreation and Events Department procedures, routine and preventative maintenance; and other related operational duties with an emphasis on the organization, coordination, and management of all aspects for general upkeep and operation of the City Recreation & Aquatic Center.

### **SUPERVISION RECEIVED**

Works under the general supervision and direction of the Parks, Recreation and Events Director.

### **SUPERVISION EXERCISED**

Employee is the direct supervisor to the recreation center staff, including all office personnel, lifeguards, volunteers, and referees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises the operations in the recreation and aquatic center to achieve goals with available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and input in the direction and development of short and long-range plans for the department; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures assigned areas of responsibility are managed within budget; performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to City policies and procedures.

- Maintains a positive work environment among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Manages and assists in the planning, organizing, and scheduling of all adult and youth programs and activities offered at the Recreation and Aquatic Center.
- Responsible for the safety procedures and training of all staff and lifeguards.
- Responsible for recommending the hiring of all staff within the Recreation and Aquatic Center.
- Assists the Parks, Recreation and Events Director with budget planning and manages the annual budget including projected income and expenses in an efficient and effective manner.
- Responsible for managing the collection of fees and monies from program participants and is accountable for such income and deposits.
- Carefully monitors and controls water quality in the swimming pool and oversees the operation of all pool pumps, equipment, and filters.
- Ensures adequate preventative and routine maintenance programs are in place for the Recreation and Aquatic Center equipment and properties.
- Enforces all safety rules and regulations associated with the department.
- Assures personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances related to the department.
- Instructs lifeguards and staff to conduct necessary custodial and other duties as required.
- Manages seasonal employees and summer activities with coordination with the Parks Superintendent and other departments as assigned.
- Makes written recommendation for discipline and dismissal of employees.
- Ability to communicate effectively orally and in writing.

**PERIPHERAL DUTIES**

- Performs a variety of miscellaneous duties as assigned.

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## **DESIRED MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- Must possess a high school diploma or a GED equivalent.
- Two years experience in a position requiring listed certifications, or any equivalent combination of education and experience.
- Must have supervisory experience.

### **NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

- Must possess managerial skills of planning, organizing, and coordinating adult and youth events, activities, and programs.
- Ability to train personnel and maintain safety within the facility.
- Ability to motivate staff and volunteers.

### **SPECIAL REQUIREMENTS**

- Must be a certified Water Safety Instructor or equivalent, Certified Pool Operator (CPO), and Lifeguard Instructor.
- Must be certified in Lifeguard Training, CPR and First Aid.

### **TOOLS AND EQUIPMENT USED**

Computers, pool and video equipment and other forms of technology associated with the Recreation and Aquatic Center.

Janitorial supplies and equipment.

### **PHYSICAL DEMANDS**

The physical attached hereto are respectively 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.

### **WORK ENVIRONMENT**

Lighting: natural or fluorescent

Space: open spaces or small spaces for repairs

Temperatures: extreme hot or cold temperatures may be encountered

Flooring: concrete, wood, snow, ice, etc.

Lifting: up to 50 pounds

The work environment characteristics attached hereto 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 is exposed to pool chemicals and cleaning supplies. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

**SELECTION GUIDELINES**

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

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.