

## RECREATION CENTER MANAGER

FLSA STATUS - Exempt

### DESCRIPTION OF WORK

Under general supervision of the Director of Parks, Recreation and Golf, performs duties managing the City's Recreation Center; work involves coordinating and working with individuals, groups and leagues in a variety of recreation programs.

### DUTIES-EXAMPLES OF WORK

#### ESSENTIAL DUTIES:

Plans, schedules, supervises employees and monitors programs and activities at the Center; schedules and assigns staff to duties; monitors for hazards and injuries and takes proper action; serves as Wellness Programmer; schedules recreation leagues in and out of the Center, tumbling, aerobics, meetings, parties and tournaments; evaluates programs; sets up and takes down equipment and furnishings for events; trains staff in job duties and computer programs; oversees irrigation and care for site landscaping; maintains a calendar of events; plans and schedules summer programs; disciplines unruly patrons; greets patrons.

OTHER DUTIES: Deals with angry patrons and staff; serves on community committees; performs related duties.

### QUALIFICATIONS

Thorough knowledge of the operations and techniques of a recreation facility and recreation programs.

Knowledge of how to evaluate programs and follow-up as appropriate.

Ability to consider options and determine proper programs or actions.

Ability to supervise others.

Ability to establish and maintain effective working relationships with employees, officials, patrons and the public.

### PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate physical work, to lift 75 pounds and to lift and carry up to 50 pounds; Ability to stand, walk, sit, climb, bend, kneel, crawl, twist, reach, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer, office equipment and a vehicle;

Ability to talk and hear in person and by telephone, to monitor and hear activities and observe facilities;

Ability to see and read instructions, manuals, programs and observe activities at the Center.

### EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a bachelor degree in recreation, athletics or a related field and five years of experience in recreation.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license.