



JOB DESCRIPTION

TITLE: Recreation Manager
DEPARTMENT: Parks and Recreation
GRADE: 17
FLSA: Exempt
EEO DESIGNATION: Professional
REVISION DATE: 10/15/2020

POSITION SUMMARY

Under the direction of the Director of Parks and Recreation, the Recreation Manager supervises and directs the Recreation Division and its employees, designs and promotes recreational programs for the City including youth and adult sports programs, classes, and other special events. This position oversees the rental and reservation of all parks and recreation fields and facilities.

ESSENTIAL FUNCTIONS:

- Designs, promotes, coordinates, operates and directs recreation and leisure programs.
- Works with the Director of Parks and Recreation to create and monitor the budget for the Recreation Division.
- Organizes participants into teams or classes for each sport or class.
- Sets rules of play and conduct for participants and observers of each sport or activity.
- Orders shirts, hats, uniforms, trophies, medals, ribbons, supplies and other equipment and awards for each sport, program or event.
- Works with local officiating associations to contract with sport officials.
- Collects registration monies from participants.
- Develops and incorporates new programs for both sports and non-sports.
- Devises cooperative recreation programs with other entities, including cost sharing.
- Hires, trains and supervises Recreation Division personnel under the direction of the Director of Parks and Recreation.
- Plans and conducts training and workload scheduling of division staff.
- Performs cost analysis of program supplies and equipment and evaluates programs for their effectiveness. Reviews and updates program and reservation fees.
- Prepares yearly budget for each program and keeps accurate records. Applies for grants for recreational needs as needed.
- Develops and implements a marketing plan, including flyers, emails, social media and brochures for City recreation programs.
- Acts as liaison to other departments and divisions, and to schools and community organizations. Coordinates with existing recreation providers and assists in the development of recreational facilities.



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- Oversees and schedules the rental and reservation of all Parks and Recreation facilities, including park concessions.
- May be required to attend City Committee meetings and provide written reports for administrative review.
- Helps manage and oversee amphitheater events and be in attendance on amphitheater show dates.
- Works with local school districts and charter schools for facility reservations as well as works with local high school sport teams to run and organize camps and instructional opportunities.
- Oversees the administration and is the city liaison for the Draper City Arena Board.
- Performs other duties as assigned and directed.

MINIMUM QUALIFICATIONS:

Bachelor's degree in recreation management or other related field from an accredited college or university. Minimum of four (4) years related work experience in the recreation field with progressively increasing responsibility at the supervisory level. A combination of experience and education may be considered in lieu of individual qualifications.

Must have a minimum of two (2) years of experience supervising staff. Must possess a valid Utah Driver's License. CDL is preferred but not required for this position.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of goals and objectives of community recreation program design.
2. Knowledge of programs and rules.
3. Knowledge and skill in process, personnel, and time management.
4. Knowledge and experience with management and budgeting principles and practices.
5. Knowledge of CPR, blood borne pathogens MSDS and OSHA requirements, and ADA laws.
6. Ability to communicate clearly, both orally and in writing.
7. Ability to handle conflicting requests for service in a diplomatic manner.
8. Ability to establish and maintain effective working relationships with supervisors, subordinates and the general public.
9. Ability to understand and follow verbal instructions with the capacity to read and interpret written documents and manuals.
10. Ability to plan, coordinate, delegate, supervise, train, inspect and evaluate the work of assigned staff in an effective manner.
11. Working knowledge of personal computers and word processing and spreadsheets.
12. Skill in interpersonal relations.
13. Must have excellent customer service skills
14. Ability to communicate effectively both verbally and in writing.



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15. Ability to work in a team environment.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Generally comfortable working conditions with some field work in supervising staff and programs. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, run and the physical mobility to negotiate around different types of physical locations throughout the City. Unconventional working hours including long hours, evenings, nights, weekends and holidays as needed. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.