



## Title: Recreation Manager

FLSA Status: Exempt

SAFETY STATUS: Safety Sensitive Position

### BRIEF DESCRIPTION:

Under general supervision from the Director of Parks and Recreation, this position is responsible for the overall direction, coordination, operation, and success of the Rick Taylor Recreation Center and associated programs and facilities; assures that safe and appropriate recreation programs are provided for the community.

The following duties **are not** intended to serve as a comprehensive list of all duties performed by employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Manages the recreation center staff and activities to meet the community needs; directs operations, evaluates and analyzes issues, and recommends and implements solutions; provides leadership to assure that recreation programs are in alignment with the City's strategic objectives and within budget constraints.
- Plans, organizes, and manages City recreation facilities and programs, including fitness, membership, sports and recreation programs, and assists in the coordination of aquatics and special events.
- Plans and manages resource allocations; assures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational, budget, and financial data; analyzes future needs and forecasts resource requirements.
- Achieves or exceeds financial targets including revenue, profitability, and expenses. Uses data effectively to strategize against challenges and seek growth opportunities.
- Analyzes community needs, and develops plans, goals, objectives, policies, and procedures to deliver recreation center programs and services effectively and efficiently to the City residents.
- Responsible for distribution, collection and evaluation of satisfaction surveys, participant feedback and program data. Draft recommendations for enhancements to programs, services, and facilities for Director review.
- Develops and maintains a high performing team through relevant and effective coaching, training, performance management, planning and staffing decisions.
- Supervises the hiring, supervision & evaluation of Recreation Center staff, customer service staff, group exercise instructors & trainers.
- Monitors and reviews trends in public recreation operations and management issues and recommends improvements in the City recreation programs.
- Works closely with recreation organizations, community groups, vendors, and regional sports and recreation associations to enhance City programs and facilitate community participation.
- Supervises and delivers fitness and wellness programs and services to members and prospects to drive membership and build client relationship
- Performs other duties as assigned or required.



**REPORTS TO:**

This position reports to the Director of Parks and Recreation.

**SUPERVISES:**

Recreation Center Staff, Athletics Coordinator, and other Staff as assigned.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions  | % of Time |
|---|------|--|-----------|
| 1 | L    | <p>Manages the recreation center staff and activities to meet the community needs; directs operations, evaluates and analyzes issues, and recommends and implements solutions; provides leadership to assure that recreation programs are in alignment with the City's strategic objectives and within budget constraints.</p> <p>Plans, organizes, and manages City recreation facilities and programs, including fitness, membership, sports and recreation programs, and assists in the coordination of aquatics and special events.</p>  | 25%       |
| 2 | S    | <p>Plans and manages resource allocations; assures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational, budget, and financial data; analyzes future needs and forecasts resource requirements.</p> <p>Achieves or exceeds financial targets including revenue, profitability, and expenses. Uses data effectively to strategize against challenges and seek growth opportunities.</p> <p>Analyzes community needs, and develops plans, goals, objectives, policies, and procedures to deliver recreation center programs and services effectively and efficiently to the City residents.</p> <p>Responsible for distribution, collection and evaluation of satisfaction surveys, participant feedback and program data. Draft recommendations for enhancements to programs, services, and facilities for Director review.</p> | 25%       |
| 3 | L    | <p>Develops and maintains a high performing team through relevant and effective coaching, training, performance management, planning and staffing decisions.</p> <p>Supervises the hiring, supervision &amp; evaluation of Recreation Center staff, customer service staff, group exercise instructors &amp;</p>   | 25%       |



|   |   |   |     |
|---|---|---|-----|
|   |   | trainers.<br>Monitors and reviews trends in public recreation operations and management issues and recommends improvements in the City recreation programs.   |     |
| 4 | L | Works closely with recreation organizations, community groups, vendors, and regional sports and recreation associations to enhance City programs and facilitate community participation.<br>Supervises and delivers fitness and wellness programs and services to members and prospects to drive membership and build client relationship | 25% |

## JOB REQUIREMENTS:

| <b>-Description of Minimum Job Requirements-</b> |   |
|--|---|
| Formal Education                                 | Bachelor's Degree in Parks and Recreation, Business Administration or a related field; AND five years' experience managing recreation and community services program with four (4) years supervisory experience required.; OR an equivalent combination of education and experience.  |
| Experience                                       | Over three years up to and including five years.  |
| Supervision                                      | Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. A first line supervisor typically performs these functions.  |
| Human Collaboration Skills                       | Decisions regarding implementation of policies may be made during interactions. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.   |
| Freedom to Act                                   | Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position. |
| Technical Skills                                 | Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.   |
| Fiscal Responsibility                            | Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.   |
| Reading  | Advanced - Ability to read papers, periodicals, scientific or technical journals, manuals, financial reports, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up  |



|                                    |   |
|------------------------------------|---|
|                                    | to college. However, it may be obtained from experience and self-study.   |
| Math                               | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.               |
| Writing                            | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Must possess a valid Texas Driver's License.<br>First Aid and CPR certifications are required (or ability to obtain certification within first six months of employment).<br>Certified Park and Recreation Professional is preferred.   |

### OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

| Sedentary   | Light <b>X</b>   | Medium  | Heavy   | Very Heavy   |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

### PHYSICAL DEMANDS:

| C<br>Continuously<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description-   |
|-------------------|-------------|---|
| Standing          | F           | communicating with co-workers, observing work site, observing work duties |
| Sitting           | F           | desk work   |
| Walking           | O           | to other departments/offices/office equipment, around work site           |
| Lifting           | O           | supplies, equipment   |
| Carrying          | O           | files, supplies, equipment  |
| Pushing/Pulling   | O           | tables and chairs   |
| Reaching          | R           | for supplies, for files   |
| Handling          | F           | paperwork, monies   |
| Fine Dexterity    | F           | computer keyboard, calculator, telephone pad                              |
| Kneeling          | R           | filing in lower drawers, retrieving items from lower shelves/ground       |



|                                    |   |   |
|------------------------------------|---|---|
| Crouching                          | R | filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling                           | N |   |
| Bending                            | R | filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting                           | F | from computer to telephone  |
| Climbing                           | R | ladders, stairs, on equipment                                       |
| Balancing                          | R | on ladders, on step stool   |
| Vision                             | F | driving, observing work site, computer screen                       |
| Hearing                            | C | communicating with co-workers and public and on telephone           |
| Talking                            | C | communicating with co-workers and public and on telephone           |
| Foot Controls                      | O | driving   |
| Other<br>(specified if applicable) |   |   |

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Copy machine, fax machine, calculator, telephone, computer, vehicle, laminating machine, fitness equipment, sports equipment

**ENVIRONMENTAL FACTORS:**

| C<br>Continuously | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|-------------------|-----------------|-------------------|-------------|------------|
|-------------------|-----------------|-------------------|-------------|------------|

| D<br>Daily | W<br>Several Times Per Week | M<br>Several Times Per Month | S<br>Seasonally | N<br>Never |
|------------|-----------------------------|------------------------------|-----------------|------------|
|------------|-----------------------------|------------------------------|-----------------|------------|

| <b>-Health and Safety Factors-</b> |   |
|------------------------------------|---|
| Mechanical Hazards                 | R |
| Chemical Hazards                   | O |
| Electrical Hazards                 | R |
| Fire Hazards                       | N |
| Explosives                         | N |
| Communicable Diseases              | R |
| Physical Danger or Abuse           | N |
| Other (see 1 below)                | N |

(1) N/A

| <b>-Environmental Factors-</b> |   |
|--------------------------------|---|
| Respiratory Hazards            | M |
| Extreme Temperatures           | S |
| Noise and Vibration            | M |
| Wetness/Humidity               | M |
| Physical Hazards               | N |

**PROTECTIVE EQUIPMENT REQUIRED:**

None



NON-PHYSICAL DEMANDS:

| F<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|--|--|--|----------------------------|
|--|--|--|----------------------------|

| <b>-Description of Non-Physical Demands-</b>  |  | <b>-Frequency-</b> |
|---|--|--------------------|
| Time Pressure                                 |  | O                  |
| Emergency Situation                           |  | R                  |
| Frequent Change of Tasks                      |  | O                  |
| Irregular Work Schedule/Overtime              |  | O                  |
| Performing Multiple Tasks Simultaneously      |  | O                  |
| Working Closely with Others as Part of a Team |  | F                  |
| Tedious or Exacting Work                      |  | R                  |
| Noisy/Distracting Environment                 |  | O                  |
| Other (see 2 below)                           |  | N                  |

(2) N/A

PRIMARY WORK LOCATION:

|                                |   |                     |   |
|--------------------------------|---|---------------------|---|
| Office Environment             | X | Vehicle             |   |
| Warehouse                      |   | Outdoors            | X |
| Shop                           |   | Other (see 3 below) |   |
| Recreation/Neighborhood Center | X |                     |   |

(3)N/A



**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Director of Parks and  
Recreation

Job Title of Supervisor

Signature of Supervisor

Date

Director of Parks and  
Recreation

Job Title of Department Head

Signature of Department Head

Date

Comments: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.