

CLASS TITLE: RECREATION SERVICES MANAGER

Salaried Exempt

Department: Recreation

Supervisor: District Administrator

Supervises: Recreation Supervisor, Recreation Coordinator, Recreation Leader

DEFINITION

Under the general direction of the District Administrator, the Recreation Services Manager is responsible for managing all matters related to the Recreation Division. The Recreation Services Manager is responsible for evaluating recreation programs, policies, procedures, operations and making recommendations to the District Administrator. May serve as the District Administrator designee in specific instances as determined by the District Administrator. The Recreation Services Manager assists the District Administrator as required; and may act on behalf of the District Administrator in their absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all employees within the Recreation Division.
- Develops objectives for the District Recreation Division; effectively manages and communicates all District objectives to the Recreation Division.
- Oversee District Facility usage; including implementation of facility policies and facility fees
- Promotes and markets the La Sierra Community Center for both public and commercial uses; develops and manages contracts and tenant leases.
- Coordinates, plans, and develops daily and routine maintenance and renovation schedules for the La Sierra Community Center with the Park Services Manager.
- Assists with preparing and administering the Recreation Division budget, including overseeing expenditures, generating revenue, and identifying areas of opportunity for improvement.
- Builds constituency through a wide variety of partnerships; including but not limited to community groups, schools, and athletic leagues
- Plans and develops recreational programs; monitors and assesses programs and recommends changes; maintains knowledge of trends.
- Provides leadership for co-sponsored programs and events within the community
- Interpret Recreation Program Best Practices; develop and implement best practices for District; assess community recreation needs and interests.
- Directs marketing and public relations for the District including: web site, press releases, public services announcements, and activity guide.
- Oversee recreation program registration procedures.
- Participation in recruitment and selection of Division staff; oversee personnel

issues; conducts staff meetings

- Observes, enforces and participates in the development of District policies and procedures
- Responds to requests for information related to District Recreation programs, procedures, and policies
- Represents Recreation Division at Advisory Board and other meetings
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

A mixture of knowledge in:

- Modern theories, principles and practices in the field of recreation.
- Budget development and management, purchasing processes, revenue programming
- Research and report writing methods and techniques.
- Strong evidence of supervision and training.
- Communications and public relations.
- Microsoft Office (especially Excel and Outlook), Adobe, Canva, and Recreation software applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

A Bachelor's Degree from an accredited college or university with major coursework in recreation or a field related to recreation. Responsible experience may substitute for desired formal education. Minimum five years management or supervisory experience.

SPECIAL QUALIFICATIONS

- Possession of a valid California Driver's License and good driving record.
- Obtain First Aid and CPR Certification within six (6) months of employment.

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.