

RECREATION CAMPUS MANAGER

SUMMARY:

Under limited direction, plans, manages, administrates, and directs the daily activities for a recreational complex to ensure maximum use and enjoyment by the community; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Develops, implements and initiates strategic planning, long and short-term goals and objectives to meet the need for diverse recreational programs and services.
2. Coordinates programming and services delivered to the public.
3. Develops and implements volunteer recruitment, training and recognition programs to support the activities of the complex.
4. Assumes full supervisory responsibilities for all personnel and facilities at the complex.
5. Develops, administers and monitors the budget for all contracts, financial negotiations, programs and projects.
6. Develops, coordinates, administers, advertises and promotes all recreation complex programs and services.
7. Conducts special events, programs, and projects for effective public relations and community education.
8. Assists with setup/breakdown for events and programs and facility maintenance duties, as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation and management of recreational programs and facilities.
- Knowledge of recreational program development and implementation.
- Knowledge of management and administration methods, policies and procedures.
- Knowledge of budget development and administration policies and practices.
- Knowledge of contracts and grant development and administration.
- Knowledge of public relations/customer service methods and practices.
- Knowledge of marketing ideas, programs, and activities.
- Knowledge of personal computer usage and related software applications.
- Skill in recruiting, training and recognizing volunteer activities.
- Skill in development, and implementation of special events, programs and projects.
- Skill in developing partnerships with civic organizations, non-profits and businesses.
- Skill in delegating, assigning, reviewing and evaluating work.
- Skill in prioritizing work and handling multiple projects simultaneously.
- Ability to utilize written and verbal communication in the development and presentation of reports, Center activities and marketing.
- Ability to work flexible hours including evenings and weekends.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office and outdoor setting and may occasionally involve extended hours. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

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MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Recreation, Business Administration or related field, and three (3) years of related experience, or any equivalent combination of training and experience. One (1) year of supervisory experience, required. A valid Florida Commercial Driver's License (CDL) with air breaks and "P" endorsement is required.