

RECREATION MANAGER

SUMMARY:

Under general direction, provides comprehensive management of community recreation programs including community centers, aquatic facilities, athletics or specialty programs such as after school activities, summer camps, activities for the disabled, seniors, youth, and adults; 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. Assumes full responsibility for planning, organizing, and supervising the development, implementation, and administration of recreation programs for City community centers and related facilities.
2. Plans, organizes, promotes, and monitors seasonal athletic programs, special events, after school activities, and summer camps.
3. Prepares written documents including correspondence, grant applications, or reports as required.
4. Investigates and resolves complaints and concerns as may be generated by others.
5. Interviews and recommends hiring, train, and counsel employees, complete employee performance appraisals, disciplinary actions, maintain payroll, and attendance records.
6. Develops annual budget, monitors expenditures, and approves purchases, maintains financial and participant activity reports.
7. Plans, organizes, and conducts weekly staff meetings and makes/monitors staff assignments.
8. Conducts research to stay current on recreation program development and management.
9. Coordinates instructor-teaching contracts.
10. Obtains sponsorships for various recreation needs.
11. Interacts, communicates, and works with individuals, community groups, and committees to promote interest and develop recreation program support, including fundraising.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of methods and techniques for recreation program planning, execution, and facility maintenance.
- Knowledge of recreation activities for children, adolescents, adults, and senior citizens.
- Knowledge of the principles, practices, and methods of recreation management.
- Knowledge of program evaluation and management.
- Knowledge of methods, techniques, rules, and regulations in a variety of competitive games and sports.
- Knowledge of personal computers and related software applications.
- Skill in budget development and administration.
- Skill in program development, planning, organizing, and evaluating techniques.
- Skill in prioritizing, and managing diverse community events and recreational programs.
- Skill in effectively delegating, controlling, motivating, and leading other employees.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, community leaders, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to work flexible hours including evenings and weekends.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment and in an outdoor setting. There may be occasional need for light lifting; walking, some running and climbing are required. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Recreation, Leisure Management, or closely related field, and five (5) years experience in a recreation program, including one (1) year of supervisory experience, or equivalent combination of training and experience. A valid Florida Commercial Driver's License (CDL) with air breaks and "P" endorsement is required.