



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Recreation Program Manager

Department: Parks & Recreation Reports to: Parks & Recreation Director Pay Grade: H12
Date Established: 3/2014 Date Revised: 12/2017 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Recreation Program Manager develops, implements, markets, promotes and evaluates recreation programs. This job may have a specialty assignment managing the Ross Park Aquatic Center and Community Recreation Center, Outdoor Recreation Programs or Team Sports Programs as follows:

Aquatic and Community Recreation Centers – This job manages, supervises, markets, staffs, conducts membership sales and schedules two facilities. The job includes developing, implementing, marketing, promoting and evaluating several facility-based recreation programs.

Team Sports Programs – This job includes planning, organizing, directing, supervising and evaluating adult and youth team sports programs and related activities, including managing tournaments. The job coordinates with local school districts, community groups, team managers and members and recruits, hires, trains, schedules and supervises groundskeepers, game officials and scorekeepers.

Outdoor Recreation Programs – This job develops, manages, supervises, markets and staffs outdoor recreation programs. The job also includes negotiating and maintaining current land use agreements with affected agencies and researching, writing and administering grants.

The positions direct the employees and operations of the assigned program area for the Recreation Division of the City's Parks & Recreation Department and is responsible for daily operations, including program development and evaluation, facility management, public contact, employee and/or volunteer recruitment and supervision, budget development and administration, and program recordkeeping.

The job requires strong organizational and communication skills and the ability to manage/coordinate multiple priorities at one time. The job often includes working evenings and weekends to coordinate programs/events. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and aquatic center or field environment with outdoor weather conditions including extreme temperatures. The Aquatic and Community Center job is occasionally exposed to pool cleaning and chlorination chemicals and the Outdoor Programming and Team Sports jobs are regularly exposed to physical injury hazards inherent in outdoor recreational sports programs. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Manages the operations and daily activities of the assigned recreational program(s)/centers.

Develops, implements, and evaluates recreation programs. Publicizes, markets, and provides information to the community about the programs and classes offered. Maintains public and employee membership records, including payments and expirations. Organizes, arranges sponsorships and donations for programs, events, competitions, and/or races. Registers participants, takes registration fees, manages

membership sales and organizes and manages programs, classes and events, including team rosters, schedules, scores, participant records and standings. Ensures field, facility and/or other venues are properly prepared for use. Oversees disciplinary action against registered participants as situations are warranted.

Directs the employees, operations, and maintenance of the assigned recreational program(s) centers. Recruits, hires, trains, schedules, supervises, evaluates, and disciplines, including terminations, fulltime and part-time/seasonal employees and volunteers. Trains employees in safety procedures and protocols and monitors compliance. Creates and implements annual budget, including monitoring spending for budget compliance. Monitors purchases using City purchase card and reconciles monthly statement.

Creates and maintains documents, records, and logs. Prepares and presents periodic reports, as needed. Performs cash management duties. Reconciles cash receipts and prepares daily bank deposit.

The Outdoor Programs job negotiates and maintains current land use agreements with federal, state, and other affected agencies. Researches, writes, and administers grants, including monitoring spending and reporting for compliance.

The Team Sports job operates light and medium equipment and hand and power grounds keeping and field marking tools, as needed.

The Recreation Center and Aquatic Center job manages the operations and daily activities of the facilities including customer service, standards and facility maintenance in conjunction with the building maintenance staff, and assists with the operations of the front counter to ensure maximum customer service results.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of the operation and activities of the assigned recreational program;
- Department policies, procedures, and protocols;
- Customer service methods, techniques and objectives;
- Municipal budgeting methods, techniques, and objectives;
- Methods, techniques, and objectives of public and community relations and information;
- Cash handling methods and techniques;
- Advanced First Aid and safety principles, procedures, and protocols specific to an outdoor recreation program;
- Employee hiring, supervision, scheduling, training, and evaluation methods, techniques, and objectives;
- Methods, techniques, and objectives of equipment maintenance and repair;
- Preparation and maintenance of documents, records, and logs;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of recreation equipment, tools, and equipment (including swimming pool cleaning and chlorination equipment and chemicals for the Aquatic and Recreation Center job).
- Methods, techniques, and objectives of grounds and field maintenance and marking;
- Methods, techniques, and objectives of equipment maintenance and repair;
- Safe operation of hand and power tools;

Skill and Ability to:

- Direct the employees, operations, and maintenance of the assigned recreation area;
- Develop, implement, and evaluate recreation programs;
- Create and implement annual budget, including monitoring spending for budget compliance;
- Monitor purchases using City purchase card and reconcile monthly statement;
- Maintain public and employee membership records, including payments and expirations;
- Create and maintain documents, records, and log;
- Prepare and present periodic reports, as needed;
- Perform cash management duties;
- Publicize, market, and provide information to the community about the programs and classes offered;
- Register participants, take registration fees, and manage programs, classes, and events;
- Train employees in safety procedures and protocols and monitor compliance;
- Respond to public inquiries, comments, and requests for information in person and by telephone and/or email. Respond to and resolve public complaints;
- Operate basic office equipment including a personal computer and job-related software applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

Additionally, for the Outdoor Program job:

- Develop, implement, and evaluate outdoor recreation programs and classes on City-owned and public lands and facilities;
- Organize, arrange sponsorships and donations for, and direct community outdoor events, competitions, and races;
- Negotiate and maintain current land use agreements with federal, state, and other affected agencies;
- Research, write, and administer grants, including monitoring spending and reporting for compliance.

Additionally, for the Team Sports Program job:

- Organize, direct, and supervise the adult and youth team sports program for the Recreation Division of the City's Parks & Recreation Department;
- Procure and reserve playing fields, gymnasiums, and related venues for activities, including coordinating with local school districts;
- Maintain team rosters, schedules, scores, records, and standings, including posting to and updating Division website;
- Ensure fields and venues are properly prepared for use, including performing grounds keeping and field marking duties.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Bachelors degree in parks and recreation or a related field is preferred;
- Idaho drivers license required;
- Two (2) or more years of experience managing a recreation program is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Additionally, for the Aquatic and Recreation Center job:

- Aquatic program management experience preferred;
- CPO (Certified Pool Operator) certification required*;
- CLP (Certified Leisure Professional) certification preferred;
- CPR, AED, First Aid and Oxygen Administration Certification preferred.

Additionally, for the Outdoor Program job:

- Wilderness First Responder and Swiftwater Rescue certifications required*;
- Experience in participating and/or instructing outdoor recreation is preferred;

Additionally, for Team Sports Program job:

- CPRP (Certified Parks & Recreation Professional) certification preferred;

PHYSICAL REQUIREMENTS

Aquatic and Recreation Center job: While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to handle materials, manipulate tools, operate a computer, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outdoor and Team Sports Programs Job: While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to handle materials, manipulate tools, operate a computer, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The job requires the physical strength and stamina to teach and participate in strenuous physical outdoor activity under rigorous condition. The employee must occasionally lift and/or move up to 75 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Recreation Program Manager positions require specific certifications relevant to the positions. Failure to acquire the appropriate certification by the established date will violate the terms of the position and will result in layoff from the position.