

South Jordan City

Job Description

Title: Recreation Program Manager
Org: 230270
Pay Grade: 17

Effective Date: 1/1/17
FLSA: Exempt/Executive
Workers Comp: Municipal

GENERAL PURPOSE

Responsible for the overall planning, marketing, implementation, supervision and evaluation of year-round community recreation and leisure programs. Assist with management and coordination of programs and services at the South Jordan Fitness & Aquatic Center. Oversee the daily operation of recreation programs, including all activities and relationships between patrons, employees, and the community.

SUPERVISOR

Associate Director of Parks & Recreation

POSITION(S) SUPERVISED

Program Coordinators
Cultural Program Coordinator
Special Events Coordinator
Community Program Assistant

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager. Job attendance is required, except for authorized leave.

Develop and monitor all recreation program budgets; track expenses and revenues generated by the programs: track daily, weekly, monthly, and yearly participation figures; implement corrective measures as needed, and report status on a regular basis; make recommendations for capital improvements and equipment.

Assist supervisor in managing operations and direction for the department within the context of strategic goals and objectives.

Assist supervisor in evaluating and improving existing programs and services, and in initiating new programs and services to meet customer needs.

Develop operating procedures and direct the work of all full-time, part-time and seasonal staff of recreation programs.

Oversee daily operations of recreation programs including hiring, training, and discipline of personnel.

Ensure proper hiring, training, supervising, personnel development, and corrective action in accordance with Federal and State law, and established City policies.

Work cooperatively with contractual organizations in planning and implementing programs. Maintain knowledge and compliance of contractual obligations with organizations and instructors.

Ensure accurate recording of hourly labor and timely accurate payroll processing.

Monitor compliance with all purchasing policies and procedures.

Ensure the care and maintenance of all physical assets and facilities. Schedule the use of facilities and park space; review and inspect programs and operations for safety hazards and other potential problems.

Oversee the development of recreation program operating procedures and development of emergency and safety procedures.

Investigate and resolve complaints or inquiries from employees, patrons, participants and spectators concerning the operations of recreational programs; deal appropriately with confrontational situations.

Coordinate and communicate effectively with internal city employees and individuals in external city and county agencies and organizations.

Conduct regularly scheduled staff meetings.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree in Recreation Management or related field.

AND

B. Three (3) years of experience as a recreation program supervisor or related field.

2. Special Qualifications:

Valid Utah Class D Driver License

Certified Parks and Recreation Professional (CPRP) Preferred

3. Knowledge, Skills and Abilities:

Knowledge of operational procedures of facilities.

Knowledge and experience in planning, prioritizing, and organizing a complex workload.

Excellent public relation and communication skills.

Ability to operate a personal computer and Microsoft products.

Ability to work irregular hours, including nights, weekends, and/or holidays as activities require.

Ability to establish and maintain effective working relationships with co-workers, the public, news media and other departments or agencies; ability to follow written and oral instructions; ability to create effective working relationships with employees and the public.

4. Working Conditions:

Intermittent exposure to stress as a result of human behavior.

Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. The employee is occasionally required to use hands to handle, fingers to feel or operate objects, tools, or controls and reach with hands and arms. Mental application utilizes memory for details, verbal instructions and discriminating thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Para-Prof
Location:	Fitness Center	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1275