

JOB DESCRIPTION

JOB TITLE: Recreation Manager

DEPARTMENT: Parks and Recreation

REPORTS TO: Director

PRINCIPAL PURPOSE OF JOB: Responsible for planning, organizing, supervising, and evaluating activities necessary to provide an area-wide recreational program for individuals and groups of all ages, and for establishing and maintaining effective relations with user groups. Supervises the Recreation Coordinator.

LEVEL OF AUTHORITY: Performs duties with only general direction with work reviewed periodically by the Director who may provide instructions on accomplishing work involving unusual problems. Frequently determines own practices and procedures in varied work situations, and is expected to use independent judgment when appropriate. Failure to exercise good judgment could result in significant impact on public relations and safety factors.

WORK ENVIRONMENT: Approximately 75% of work is performed in an office environment where work responsibilities are shared. Other work is performed in the field at various sites and facilities, both indoors and outdoors. May be exposed to varying weather conditions. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Promote, organize, schedule, and supervise youth and adult leagues for sports such as basketball, volleyball, soccer, and softball, or direct the Recreation Coordinator in doing so.
2. Maintain records such as attendance, income from fees, expenditures, and staff time sheets. Submit reports to the Director as required.
3. Attend recreational classes and events as required to ensure smooth operation.
4. Coordinate activities with schools, leagues, and other agencies as required.
5. Issue, receive, and oversee the proper care of recreational equipment and facilities, or direct the Recreation Coordinator in doing so.
6. Plan, organize, and schedule programs such as classes, clinics, workshops, open gyms, and community special events.

7. Plan and direct promotion and publicity for programs, including the publication of the City's quarterly publication, "The Menu."
8. Create and monitor department's recreation budget.
9. Perform all work in accordance with sound safety practices.
10. Maintain open communications and excellent public relations and cooperate with and interpret recreational philosophies to the general public, City authorities, school district and other agencies, and public and private groups. Prepare correspondence and communications pertaining to recreation programs.
11. Respond to public inquiries in a courteous manner; provide information within scope of knowledge or refer to employee of higher classification.
12. Instruct, coach, and interpret rules of particular athletic area as required, or direct the Recreation Coordinator in doing so.
13. Provide supervision of assigned staff, to include participating in hiring, preparing performance evaluations for the approval of the Director, and recommending disciplinary action to the Director.
14. In department office, share responsibility to answer phones, greet people, and type own correspondence.
15. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

ADDITIONAL JOB FUNCTIONS

1. As directed, perform park-related duties, such as conduct studies and prepare reports.
2. May perform portions of the work of higher classified positions occasionally, as assigned.
3. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have a B.A. or B.S. degree from a college or university with major course work in parks and recreation.

2. Must have five years of combined experience working with recreational programs comparable to programs offered by the City.
3. Must have considerable knowledge of the objectives and principles of public recreation, including a thorough understanding of activities which make up a community recreation program.
4. Must maintain professional knowledge through journals and seminars, as directed.
5. Must possess a valid Washington State driver's license.
6. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
7. Must be able to obtain a first-aid/CPR card.

Physical Capabilities

1. Physical strength and ability to lift up to 50 pounds.
2. Stamina to occasionally stand and walk for a minimum of four hours.
3. Agility, for example, to climb to areas of facilities as necessary to monitor youngsters attending events.
4. Sensory ability as necessary to officiate athletic events and to monitor other events for safety and conformance to rules and regulations.

Other Capabilities

1. Possession of personal characteristics that create and maintain interest and enthusiasm with public and private groups and individuals of all ages.
2. Availability to work evenings, weekends, or other irregular hours, and, as necessary, to make and receive contacts by telephone and in person efficiently and effectively during irregular hours.
3. Ability to communicate effectively with the press, as authorized.
4. Ability to make presentations to large groups.
5. Ability to write effective proposals, reports, correspondence, and other informational and persuasive materials.

Use of Tools and Equipment

Ability to use standard office equipment, including personal computer, at a moderate skill level. Use radio to communicate between office and field sites.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products, in any form, on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____

Signature _____ **Date** _____