



Job Description

Department: Parks and Recreation **Classification:** Nonexempt
Job Title: Recreation and Aquatics Manager
Reports to: Parks and Recreation Director
Date job description last revised: Oct, 2020

GENERAL DESCRIPTION OF DUTIES:

Manage, coordinate, implement and supervise the recreation, aquatics and administrative aspects of the Department of Parks and Recreation. Manage age-appropriate programs for toddlers, youth and teens, adults and seniors; including aquatics, one-day programs, leagues, camps, trips and special events. Supervise park rental program. Coordinate management software, administration, social media, website and marketing campaigns for parks and recreation department.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Parks and Recreation Director

Supervision exercised: Provide supervision to; Aquatics Supervisor and Recreation Coordinator, contract employees and part time recreation staff. Assists with supervision of Administrative Coordinator and Front Desk staff.

Works collaboratively within the Department and other City departments and with other organizations to comply with policies and procedures and to coordinate partnerships.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Parks and Recreation Director reserves the right to modify or change duties or essential functions of this job at any time.

Some of the duties of this job include:

- Manages Recreation, Aquatics and Administrative staff and projects
- Works with Administrative Coordinator on contract management, grant management and policy creation
- Communicate with Director about Department staff, projects and issues.
- Perform Department administrative duties that relate to - information sharing, software management, rentals, registration of guests, events, etc
- Assist with special events, various community sports events and recreation programs.

- Design the communications plan for the Parks and Recreation department annually.
- Set-up and oversee registration process for all programs using POS and Parks and Recreation software.
- Plan, schedule, implement and supervise recreation and aquatics programs for the community
- Hires, trains, supervises, schedules and evaluates full time, part-time and seasonal personnel.
- Publicize, promote and encourage community involvement in all programs through social media, website and other marketing outlets
- Review all programs and special events with statistics, budgeting and suggestions for growth.
- Serves on ADA compliance team as a certified ADA coordinator
- Provide representative staff with updates from other divisions after the supervisor meetings directly or through proxy.
- Manage and coordinate department wide communications efforts
- Lead grant coordinator
- Account for all receipts and expenditures by keeping accurate records
- Manage the Recreation and Aquatics Budget and provide support on the Advertising Budget
- Maintain inventory of all program materials, equipment and up-to-date documentation of procedures
- Responsible for safety of participants in all activities; ability to make necessary decisions to ensure safe and well-run events
- Create and maintain content and navigation for City of Salida Parks and Recreation website

KNOWLEDGE, SKILLS, AND ABILITIES:

- Self-directed professional who works efficiently and independently and also collaborates with co-workers.
- Excellent organizational and time management skills a must
- Excellent interpersonal communications skills, engaging personality, and sense of humor
- Excellent written and verbal communication skills required for writing newspaper articles six times/year, leading meetings, periodically attending City Council meetings and speaking in front of large crowds.
- Ability to plan, schedule, implement and supervise all recreation programs.
- Possess advertising, marketing and promotional skills
- Ability to plan for community programs and design Recreation Guides.
- Ability to make necessary decisions to ensure safe and well-run events.
- Must have a general understanding of office technology and proficiency with PCs, the MS Office suite of products and Acrobat as well as the ability to learn Parks and Recreation software.
- Other duties as assigned

EDUCATION, CERTIFICATIONS AND EXPERIENCE:

High school education or equivalent completed; at least five or more years work experience including one year experience in a recreation setting. Hold current certification in First Aid and CPR

or be able to become certified. Aquatics experience preferred. Possess a current Colorado Drivers License.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Moderate lifting for set up and take down for various programs and events. Lift and carry moderately heavy supplies associated with programs, events and activities. Work a variety of days and hours (including weekends and evenings) in a variety of weather conditions.