



*Detailed Job Description*

## Recreation Program Manager (Athletics)

<b>JOB TITLE</b> Program Manager - ATHLETICS	<b>SUPERVISOR RESPONSIBILITY</b> Part Time and Seasonal Staff, Sports Officials/Tournament Staff	<b>DIVISION/DEPARTMENT</b> Parks and Recreation
<b>LOCATION</b> Pittsburg, KS 66762	<b>EXEMPT</b> <input checked="" type="checkbox"/> Full-time: <u>40</u> Hours	<b>DATE WRITTEN</b> 10/17/2018
<b>REPORTS TO</b> Recreation Superintendent	<b>SALARY</b> Pay Grade 9E: \$32,002 - \$49,645  *Starting pay D.O.Q.	<b>EXPERIENCE</b> Bachelor's degree in parks and recreation, sports management physical education or related field. Minimum of four years' experience with athletic programming. Valid driver's license is required. CPR/First Aid/AED certification must be obtained within three months of employment.
<b>OVERTIME EXPECTATIONS</b> As required.	<b>OVERTIME PAY/TRAVEL REQUIREMENTS</b> No overtime pay. Travel is very limited.	<b>BENEFITS</b> Per Employee Manual
<b>JOB OBJECTIVE</b> <p>Athletics manager is responsible for overseeing agency-wide athletic programs, including the development, implementation and evaluation of a wide range of athletic programs and services. The position also acts as the liaison to several athletic affiliate organizations. The position oversees part-time staff including sports officials, facility attendants, instructors, concession and facility maintenance staff and others.</p>		
<b>ESSENTIAL FUNCTIONS</b> <ul style="list-style-type: none"> <li>• Develops direction for athletics program areas and determines the appropriate mix of recreation programs and services to offer, based on community need.</li> <li>• Serves as the liaison with designated sports groups, including meeting attendance, continuous communication with sport group representatives, and working with park maintenance staff involved in field/facility maintenance.</li> <li>• Coordinate field and facility scheduling.</li> <li>• Develops and oversees athletic affiliate agreements; strictly adheres to prescribed facility use agreements.</li> <li>• Prepares annual budget, including pricing recommendations, and monitors revenue and expense on a continuous basis.</li> <li>• Prepares and monitors registration information through the recreation software systems; manages waitlists, refunds and program transfers.</li> <li>• Responsible for purchasing and coordinating program supplies and equipment.</li> <li>• Maintains accurate and current personnel and program participation records, and analyzes the information for the purposes of planning and evaluation.</li> <li>• Performs research on athletic programming trends and adapt programs accordingly.</li> <li>• Works with marketing staff in developing an overall strategy for marketing athletics programs, including developing description of programs for the program guide.</li> <li>• Hires and supervises support staff involved in athletics programming and concession operations.</li> <li>• Reviews accident/incident reports, determines severity and follows up with parents/participants.</li> </ul>		

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*



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- Provides excellent customer service in the delivery of programs and works toward achieving excellent customer service from support staff.
- Manages a customer satisfaction measurement process for all programs and services.
- Maintains effective relationships with partners, including school district personnel, athletic affiliates and other organizations.
- Recruits, hires, trains, supervises and evaluates part-time staff, seasonal staff and volunteers.
- Plans, assigns and directs work.
- Set goals, objectives and priorities with staff.
- Responsible for accuracy of staff timekeeping and associated reporting.
- Prepares payroll and contract payments as scheduled.
- Creates effective working environment for staff including ongoing communication, continuously improving processes to streamline work activities, provides continuous feedback and coaching to staff and provides staff with opportunities for engagement in decision making related to athletics programming and concession operations.
- Evaluates the performance of support staff.
- Develops an orientation and ongoing training program for staff.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Address concerns and issues of staff, investigate and work toward resolution of the issue in a prompt manner.
- All other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Demonstrated leadership and supervisory experience.
- Effective communication and presentation skills with staff, participants, other department members and the public.
- Ability to write and maintain accurate reports, business correspondence and policy and procedure manuals.
- Ability to read, analyze and interpret general business periodicals and technical procedures.
- Ability to work a varied schedule including weekends and weekday nights as required.
- Ability to establish and maintain effective working relationships with City staff and the public.
- Knowledge of athletic/facility design specifications.
- Knowledge of a variety of sports, leagues and tournaments.
- Knowledge of principles of recreation programming.
- Knowledge of budget development and oversight, financial accounting, and cash handling and controls.
- Knowledge of basic mathematic skills and the ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Knowledge of basic social media usage and marketing.
- Knowledge and skills with computers and software including Microsoft Office.

**WORK REQUIREMENTS:** *The environment characteristics described here are representative of those an employee encounters while performing essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee will work in both an indoor office environment as well as regularly working

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outdoors and will be exposed to a variety of weather conditions, including exposure to chemicals.

#### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

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