



## JOB DESCRIPTION

### Recreation Program Manager (Athletics)

<b>Department:</b>	Parks and Recreation	<b>Classification/FLSA:</b>	Full Time, Exempt
<b>Location:</b>	Ballfields	<b>Reports To:</b>	Recreation Superintendent
<b>Supervises:</b>	Part time and Seasonal Staff Sports Officials, Tournament Staff, and Contractual Workers	<b>Salary Range:</b>	\$36,279 - \$58,407 annually (Grade 10E)
		<b>Benefits:</b>	Per City Handbook
		<b>Travel:</b>	Limited, As needed

#### POSITION SUMMARY

The Athletic 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 and contractual workers including sports officials, facility attendants, instructors, concession and facility staff and others.

#### DUTIES AND RESPONSIBILITIES

- Develops direction for athletics program areas and determines the appropriate mix of recreation programs and services to offer, based on community need;
- 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;
- Coordinate field and facility scheduling;
- Develops and oversees athletic affiliate agreements; strictly adheres to prescribed facility use agreements;
- Prepares annual budget, including pricing recommendations, and monitors revenue and expense on a continuous basis;
- Prepares and monitors registration information through the recreation software systems; manages waitlists, refunds and program transfers;
- Responsible for purchasing and coordinating program and concession supplies and equipment;
- Maintains accurate and current personnel and program participation records, and analyzes the information for data-driven decision making for planning and evaluation purposes;
- Performs research on athletic programming trends and adapt programs accordingly;
- Works with marketing staff in developing an overall strategy for marketing athletics programs, including developing description of programs for the program guide;
- Hires and supervises support staff involved in athletics programming and concession operations;
- Demonstrated leadership and supervisory experience;

- Reviews accident/incident reports, determines severity and follows up with parents/participants, and submits reports to the City Clerk;
- 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, contractual workers 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;
- Addresses concerns and issues of staff, investigates and works toward a resolution of the issue in a prompt manner;
- All other duties as assigned.

## **POSITION COMPETENCIES**

- Demonstrated leadership and supervisory experience;
- Effective communication and presentation skills with supervisors, 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/oversight, financial accounting, cash handling and controls;
- Knowledge of basic mathematic skills and the ability to compute rate, ratio, and percent and to prepare and interpret graphs;
- Knowledge of basic social media usage, marketing and strategy;
- Knowledge and skills with computers and software including Microsoft Office.

**EDUCATION/EXPERIENCE**

- Bachelor's degree in Sports Management, Kinesiology or related field;
- Minimum of one to three years' experience with athletic programming;
- Valid driver's license is required;
- CPR/First Aid/AED certification must be obtained within three months of employment.

**WORKING CONDITIONS/PHYSICAL DEMANDS**

- The employee will work in both an indoor office environment as well as regularly working outdoors and will be exposed to a variety of weather conditions, including exposure to chemicals.
- 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.