

# **RECREATION PROGRAM MANAGER (YOUTH AND ADULT SPORTS)**

FLSA Status – Exempt  
EEO Code – B/Professionals  
Class Code – M260

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## **GENERAL DESCRIPTION OF DUTIES**

This position is responsible for managing the recreational activities and services of youth and adults sports programs, including field space and facilities for all recreational and sporting events. This position participates as a key member of the Parks and Recreation Department Management Team to define and execute the Department's mission. The Recreation Program Manager is distinguished from the Recreation Program Supervisor by the wide diversity of work situations, the high degree of complexity, and the responsibility for setting broad policies and objectives.

## **SUPERVISION RECEIVED**

This position receives general direction from the Parks and Recreation Department Director.

## **SUPERVISION EXERCISED**

This position provides direct supervision to paid staff and volunteers. For paid staff, this includes planning, assigning and reviewing work, effectively recommending hiring and other personnel actions, evaluating performance, taking disciplinary action, and resolving conflicts.

## **ESSENTIAL JOB FUNCTIONS**

The duties and responsibilities listed should not be construed to be all inclusive. The essential job duties will include other responsibilities as required.

1. Plans, develops and manages a comprehensive year-round sports program for youth and adults. Establishes and promotes program philosophies and goals consistent with community values as well as professional trends and practices in youth and adult sports programming. Determines team formation, rosters, registration, scheduling, program and league structure and rules.
2. Supervises paid staff and volunteers, which includes hiring, training and orientation, assigning and reviewing work, evaluating performance, counseling, resolving conflicts, and effectively recommending personnel actions such as discipline for paid staff.
3. Works with other members of the Department's Management Team to set goals, and to coordinate resources and programs to maximize service delivery in achieving Department goals.
4. Prepares annual budget for youth and adult sports programs and monitors budget activity.

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5. Develops and implements public relations strategies to promote youth and adult sports programs and designs and produces all promotional materials, calendars, press releases, public service announcements, and news advisories.
6. Partners with school district personnel and other local youth/adult sports clubs and organizations to plan, schedule and coordinate the use of facilities as well as the management and coordination of youth/adult sports programs.
7. Develops, schedules and conducts various skills enhancement clinics for all youth sports leagues. Develops and conducts coach effectiveness instruction and training.
8. Promotes financial sponsorship of youth sports and related facility improvements.
9. Promotes interest and provides information regarding sports programs to community leaders, recreation officials, community service groups, and other departments and the public.
10. Responds to public inquiries and/or complaints regarding youth and adult sports programs and negotiates solutions on behalf of the City.
11. Plans new recreational sports facilities as parks and open spaces are developed.
12. Purchases program related equipment and supplies as necessary and maintains inventory of such.
13. Represents the Parks and Recreation Department at public meetings and forums.
14. Performs work in compliance with federal, state and City employment laws, rules and regulations.

## **OTHER JOB FUNCTIONS**

Performs other job functions in a back-up capacity or in emergency situations.

Maintains professional currency by attending conferences and seminars, and meeting with others involved in recreation and sports programs for youth and adults.

Performs other duties as required.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Recreation and sports programs for youth and adults;
- Trends and issues related to recreation programs and specifically to youth and adult sports;
- Public relations strategies and program marketing techniques;
- Principles and practices of facility management;
- Principles and practices of program management and evaluation;
- Principles and practices of effective supervision;
- Principles and practices of fund raising;
- Desk top publishing and graphics programs; and
- Government budgeting and financial management.

### **Skill in:**

- Supervising paid staff and volunteers;
- Communicating effectively with diverse populations;
- Planning, implementing and evaluating programs and services;
- Collaborating with other members of the management team and other agencies providing services to youth and adults; and
- Using a personal computer.

### **Ability to:**

- Organize events;
- Develop policies and procedures;
- Work independently;
- Run effective meetings, and;
- Develop and execute accurate program related budgets.

## **EXPERIENCE AND TRAINING REQUIREMENTS**

Any combination of experience and training which demonstrates the knowledge, skills and abilities to perform essential job functions is qualifying. A typical way to qualify includes a Bachelor's degree in parks and recreation management, with college coursework in sports programming, and five years experience in program and personnel supervision, with experience in facility management.

## **PHYSICAL AND MENTAL REQUIREMENTS**

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While performing the duties of this position, the employee is required to make decisions, use interpersonal skills, engage in teamwork and customer service, use creativity, be fluent in English, provide training and supervision, analyze problems, use discretion, and use independent judgment to take independent action. Frequent standing, sitting, walking, reaching and manipulating objects, and mobility is required. The ability to push and carry 50 pounds is required. Manual dexterity and coordination are required while

operating a computer and conducting skills clinics. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with a disability and known limitations.

## **WORKING CONDITIONS**

The majority of the work is occurs in usual office working conditions where the noise level is typical of most office environments. Occasional exposure to outside weather conditions while observing various sporting events in a program management role. Ensuring the safety of others, evening meetings, and on-call work is required.

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Department Director)

**Adopted By** \_\_\_\_\_ **Date** \_\_\_\_\_

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**(City Manager)**

**Date Established: 10/94**

**Revised: 12/99**

**Revised: 05/01**