

RECREATION PROGRAM MANAGER (AQUATIC PROGRAMS AND RECREATION SERVICES)

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

GENERAL DESCRIPTION OF DUTIES

This position is responsible for managing the Aquatic Center, aquatic programs, fitness programs, and non-sport special interest recreational programs, events, and classes to meet the needs of children and families. Additionally, 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 classification is distinguished from the Recreation Program Supervisor because of 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 supervision and 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 implements Aquatic Center mission, goals, performance measures and service policies with a priority for full public participation and safety; plans develops and manages a comprehensive year-round non-sport program of classes and related services to meet the needs and interests of children and families.
2. Supervises paid staff and volunteers. For paid staff, this includes training, assigning and reviewing work, evaluating performance, counseling, resolving conflicts, training and professional development, effectively recommending various personnel actions, and administering discipline.
3. Coordinates and supervises Aquatic Center programs and program scheduling to effectively serve the broad public interest and encourage public participation.

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4. Coordinates and administers Aquatic Center facility use contracts, program agreements, and rentals with the local school district, swim club, businesses, community organizations, and private parties; works with other City and Department staff to plan, develop, and coordinate use of facilities and resources.
5. Acts as Aquatic Center “pool operator,” requiring “good” to “advanced” comprehension of facility/building operations, maintenance and project management. This includes aspects of the building construction, maintenance and operation including structural components and all mechanical equipment required to operate the facility (i.e. HVAC equipment, pumps, motors, plumbing, electrical, structural, etc.); responsible for overseeing, troubleshooting, making repairs and/or working with contractors, assessing work done by others, often times providing some level of oversight for the work performed by others (project management). Performs equipment maintenance and manages related maintenance/repair and renovation projects.
6. Analyzes budget trends and needs in preparation of the annual and supplemental budget for the Aquatic Center and assigned programs; develops and recommends cost-recovery objectives and implements management strategies to meet budget goals; prepares individual program and events budgets, monitors budget activity, and prepares budget reports as requested.
7. Develops and implements progressive, community-wide marketing strategies for the Aquatic Center and recreation programs; creates and publishes promotional materials to high programs, classes, events, and benefits of the Parks and Recreation Department.
8. Leads and directs other Dept. staff in the planning and implementation of the Departments on-line registration program (ActiveNet). Works with City Finance Department to coordinate, plan and problem solve the integration of ActiveNet with City financial systems. Acts as lead contact and contact administrator w/ActiveNet contract representatives.
9. Represents the Parks and Recreation Department at public meetings and forums.
10. 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.

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11. 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 (e.g., water quality testing, program instruction, and lifesaving duties).
- Maintains professional currency by attending conferences and seminars, and meeting with others involved in recreation and enrichment programs for youth.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Recreation programs for aquatic services, fitness programs, and non-sport programs for children and families;
- Trends and issues related to recreation programs and specifically to aquatic services, fitness programs, and non-sport programs;
- Public relations strategies and program marketing techniques;
- Principles and practices of program management and evaluation;
- Principles and practices of effective supervision for paid staff and volunteers;
- Industry standards, and the rules and regulations affecting aquatic and recreation programs;
- OSHA and other safety standards for Aquatic facilities, including custodial and mechanical operations, pool chemistry, and water filtration systems;
- Competence in all areas of water chemistry as it pertains to pools, their sanitation, water, water clarity maintenance, physical preservation of the facility, and assurance of bather comfort – to include automation technology;
- Event planning;
- Proficiency in all techniques and systems for the assurance of patron and employee safety, including mechanical equipment handling, chemical handling, life-guarding principles, and emergency actions required for the health and well-being of swimmers and other patrols on the pool;
- Desk to publishing and graphics programs; and
- Government budgeting and financial management.

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Skill in:

- Supervising paid staff and volunteers;
- Communicating effectively with diverse populations;
- Planning, implementing and evaluating programs and services;
- Making public presentations and using other media to promote program goals and services;
- Critical thinking;
- Collaborating with other members of the management team and other agencies providing services to children and families; and
- Using a personal computer.

Ability to:

- Develop policies and procedures;
- Perform preventative maintenance and basic repair on systems, equipment, and peripherals that are required to contain, circulate, filter, heat, and treat swimming pool water;
- Work independently; and
- Run effective meetings.

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, including college coursework in aquatic management, and five years experience in program management, personnel supervision, and facility management.

SPECIAL REQUIREMENTS/LICENSES

Water Safety Instructor, Instructor Trainer, CPR/First Aid, Lifeguard Training, and Pool Operator Certifications are required.

PHYSICAL AND MENTAL DEMANDS

Physical exertion is required to push 10 pounds, lift 35 pounds, pull 10 pounds, and carry 20 pounds. In rare emergency situations, this position may be required to perform in-water life-saving procedures and pull accident victims through the water and assist in lifting the victims to the pool deck. Physical activities such as sitting, talking, and hearing are frequently or continuously required; and the mental activities of decision

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making, interpersonal skills, creativity, customer service, English fluency, training and supervision, use of discretion, basic and advanced math, and independent judgment and action are frequently required. Reasonable accommodation will be made to meet the needs of qualified individuals with a disability and known limitations.

WORKING CONDITIONS

The majority of the work is performed in an office environment, within City facilities and parks. The Aquatic Center is warmer and more humid than most work environments. This position will be responsible at times for the safety of others and will be required to attend evening meetings.

Approved By _____ **Date** _____
(Department Director)

Adopted By _____ **Date** _____
(City Manager)

Established: 12/98

Revised: 12/99

Revised: 05/01

Revised: 09/14