

ASSISTANT RECREATION MANAGER

NATURE OF WORK

This is responsible administrative work assisting the Recreation Manager in the overall management, coordination and direction of multiple recreation programs and/or recreation facilities.

Work involves administering, evaluating and inspecting diversified recreation programs and facility operations, preparing and overseeing the budget for assigned areas and supervising subordinate personnel. General supervision is received from the Recreation Manager with work being reviewed in the form of reports, evaluations, conferences and effectiveness of services provided. Supervision is exercised over subordinate staff assigned to the recreation programs and/or recreation facilities.

EXAMPLES OF WORK PERFORMED

Plans, coordinates, implements, oversees and evaluates multiple recreation programs.

Supervises and evaluates programs, recreational facilities and staff.

Prepares budget information for programs and/or recreation facilities and assumes the responsibility for monitoring budgets.

Assists in developing and implementing recreational policies and procedures relating to the operation of recreation facilities, and rules and procedures for recreational and leisure programs.

Interviews applicants for employment, recommends individuals for hiring, trains and orients employees and performs all other supervisory duties including making assignments to programs and activities.

Inspects recreation facilities and programs for proper operating procedure and recommends necessary changes.

Communicates with the media, private groups, and the general public regarding recreational programs and responds to citizen complaints.

Develops funding base through grant writing, acquiring sponsorships and revenue generation.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods, techniques, materials, equipment and safety precautions used in planning, maintaining and operating recreational programs, buildings and related areas.

Knowledge of budget preparation and budget management.

Knowledge of the principles and techniques of effective management and their application.

Knowledge of the rules, methods and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified recreation program areas.

Ability to prepare accurate and concise revenue and expense reports.

Ability to inspect recreational facilities and programs and recommend necessary changes.

Ability to promote recreational programs and activities.

Ability to establish and maintain effective working relationships with community groups, co-workers, staff and the general public.

Ability to plan, assign and organize the work of subordinates engaged in the delivery of recreational programs.

Ability to use personal computer programs for word processing and budget.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in recreation, physical education or related field plus considerable experience in program and staff supervision.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in recreation, physical education or related field plus experience in program and staff supervision, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.