



Athletic & Recreation Center Manager Job Description

Under the direction of the Superintendent of Recreation, the Athletic & Recreation Center Manager is responsible for programming, operations, planning and maintenance of the Athletic & Recreation Center and Lily Pad Splash Park.

Qualifications

- Bachelor's Degree in Recreation or related field recommended
- Experience in facility management.
- Basic understanding of an operating budget.

Duties and Responsibilities

- Plan, implement and evaluate facilities
- Plan, implement and evaluate all concession operations
- Oversee all rentals at the ARC. This includes, but is not limited to: Turf, Gym & Lily Pad Splash Park.
- Oversee Open Gym/Turf Pickleball
- Assist Superintendent of Recreation in developing and tracking the Athletic & Recreation Center budget. This includes, but is not limited to janitorial supplies, workout equipment and recreation center needs.
- Evaluate equipment and submit purchase requests each season.
- Coordinates the maintenance and cleaning of the recreation center and Lily Pad with the maintenance staff
- Submit information for the monthly recreation Board Report
- Recommends and maintains facility management plans, procedures, and customer service standards
- Oversee the complete operation, repair, maintenance, and upgrading of the recreation center, including all membership services and fitness equipment contracts
- Oversee installment billing operations at the fitness center
- Oversee hiring, training, supervising, scheduling and evaluation of staff. Staff may include but may not be limited to fitness center staff, ARC support staff, concession workers, Lily Pad attendants and facility maintenance
- Prepare annual office and rental budget
- Manage the Lily Pad Splash Park staff and operations
- Serve as a substitute for employees when needed.
- Assist with public relations/marketing Recreation Center
- Attend conferences and meetings to further recreation knowledge
- Evening, weekend, and holiday hours will be required
- Assist with all staff special events
- Must perform assigned tasks in a safe manor and follow safety policies and procedures.
- Other duties as assigned

Psychological Considerations

- May feel stress from being held responsible for quality recreational facilities.
- Must resolve differences and problems with patrons and staff.
- Must be able to deal with participants with all types of needs.
- Must be able to accept the responsibility of being the only employee in the building.

Physiological Considerations

- May encounter long periods of sitting, standing.
- May have to do moderate lifting of up to 50 pounds
- May have to work in all weather conditions

Environmental Considerations

- May be exposed to varying Indoor lighting and temperature.

Cognitive & Safety Considerations

- Must be organized
- Able to maintain organized records
- Must exhibit good problem-solving ability, be flexible, organized, and use good judgment

Department: Recreation

Reports to: Superintendent of Recreation

Pay Grade: Full Time (40+ hours per week)