

Job Title: Recreation Center Programs Manager

Reports To: Executive Director

Company: South Park- Park and Recreation District

Location: South Park Recreation Ctr. Fairplay, CO

Job Type: Full-Time

Overtime Exempt: Yes

Probationary Period: 90 days

Supervisory Responsibilities: Yes

About Us: Governed by South Park- Park and Recreation District, The South Park Recreation Center is a vibrant and community-focused recreation center dedicated to enhancing the well-being of our patrons through a wide range of recreational programs and activities. We are seeking a highly motivated and experienced Recreation Center Programs Manager to design, develop, and implement relevant and engaging programs for our community.

Job Description: This position is responsible for effectively designing and implementing programs and services within the youth, adult and senior programs area that contribute to divisional goals/objectives and the Recreation Department's vision and mission. The Program Manager is responsible for supervising and overseeing a functional area within a structure of the Recreation Center, including personnel management, financial management, guest relations, facility, and equipment management, planning and design of programs and services, safety, and risk management. The Program Manager makes independent decisions for the direction of a functional area in collaboration with the Executive Director.

This role is also responsible for personnel hiring/training/supervision of technical proficiency within youth, adult, and senior programming. This highly responsible position requires a strong leader, attention to detail, customer service, and a focus on the highest level of recreation risk management.

Customer Service focused by being personable and attentive to the needs of the customers and the organization, achieving this by providing strong interpersonal skills and being a strong verbal communicator. Being safety-oriented by focusing on preventive measures requires attentiveness and proactive thinking. Detailed orientation is essential. To establish a workplace that meets legal safety standards and cultivates a culture of prioritizing health and safety.

Key Responsibilities:

1. Program Development and Management:

- Develop a comprehensive and diverse program calendar that includes fitness classes, sports leagues, cultural events, and educational workshops as appropriate and in demand for this specific community.
- Collaborate with the Executive Director, staff, community members, and local organizations to drive revenue and identify program needs and interests.
- Ensure that programs are well-structured, safe, and aligned with the mission and values of the recreation center.
- Capitalize on the SPPRD/PCSD Intergovernmental Agreement for use of the local school facilities to set up sports leagues, year-round, After-School, and Holiday camps, etc.
- Targets working on site 30 hours weekly with 10 hours available for correspondence, work from home, and community involvement. Emphasis here is to develop relationships with the school and other relevant community members to aid in program development.
- Works in collaboration with the Executive Director to ensure Program related content is current in the RecDesk software.
- Attends at least one special monthly meeting South Park Rec Foundation, South Park- Park and Recreation District Board Meetings, training seminars, or relevant community meetings.
- Assists the Executive Director, South Park Rec Foundation, South Park-Park and Recreation District Board with planning, executing, and attending South Park Recreation special events.

- Supports the Executive Director with HR and Personnel matters as well as staff development. Works in close partnership with the Executive Director to build team morale and an open and friendly face of the organization to the community.
- Meets with the Executive Director weekly to report on current activities, challenges, or support needed. Significant collaboration is expected between the Executive Director and this role.
- Administer and enforce program-related documents such as a Coach's/Instructor's Handbook, Liability Waiver(s), Athlete/Parent code of conduct, etc.

2. Staff Management:

- Recruit, train, supervise, and motivate a team of coaches, program coordinators, instructors, and support staff.
- Conduct regular performance evaluations and provide coaching and feedback to enhance team effectiveness.
- Maintains clear and open verbal communication with co-workers and the Executive Director.
- Ensure staff training is initiated and/or up to date (i.e., CPR/First Aid, concussion protocol, mandatory child abuse/neglect reporter training, etc.)

3. Budget and Resource Management:

- Work collectively with the Executive Director to manage the annual program budget, ensuring efficient allocation of resources.
- Identify grant opportunities and secure funding to support program initiatives.

4. Marketing and Promotion:

- Identify compelling and creative ways to create promotional materials and strategies to increase program participation.
- Utilize social media and community outreach to promote programs and engage with the community.
- Works in collaboration with the Executive Director to create special event marketing material and communicate to necessary entities and the public- including Social Media operator and Website Maintenance person.

5. Participant Engagement and Feedback:

- Establish mechanisms for gathering participant feedback and use it to improve program offerings continuously.
- Foster a sense of community and belonging among program participants.

6. Compliance and Safety:

- Ensure programs adhere to all safety and regulatory standards at the local, state, and federal levels.
- Develop and implement emergency procedures and protocols.

Qualifications:

- Significant experience in recreational program development for all ages.
- Live, work and play in the community and surrounding areas we serve
- Organized with proven track record of sustained success
- Bachelor's degree in Sports Management or related field preferred
- Strong leadership and team-building skills.
- Excellent communication, interpersonal, and organizational skills.
- Budget management experience.
- CPR and First Aid Certification

Salary Range & Benefits:

- Competitive salary range \$50,000-\$60,000 depending on relevant experience.
- 80 hours of Paid Time Off, plus all federal holidays where the recreation center is closed.
- Membership for Staff Member & Their Family
- Comprehensive health, dental, and life insurance benefits
- Professional development opportunities.
- A supportive and collaborative work environment.
- Opportunities to make a positive impact on the community.

Other Requirements:

- Keep an hourly record of attendance.
- Able to visually see people in need of assistance in the facility.
- Establish and maintain harmonious working relationships with other employees, officials, and the public.
- Perform record keeping, data tabulation, and reporting.
- Able to operate basic office equipment, including phone, copy machine and calculator.
- Able to perform basic maintenance when needed.
- Possess the intellectual ability, judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.
- Consent to a background check.
- Able to lift equipment up to 50 lbs.
- Able to repetitively bend and stoop to operate equipment and assist patrons.

How to Apply:

Interested candidates are encouraged to submit their resume, cover letter, and references to carrie@southparkrec.org. Please include "**Recreation Programs Manager Application**" in the subject line of your email. The application deadline is Tuesday, October 24th, 2023.

South Park Recreation Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and program participants.

I, _____ (Employee), have read and understood the above Job Description for Recreation Programs Manager. I have accomplished all minimum requirements and I agree to perform all duties and responsibilities listed. I accept the offer to immediately take on this position beginning _____, with an annual salary of _____. I agree to a ninety-day probation period, at which point I will have a review with the Executive Director to determine if I will maintain this position. After receiving feedback, I will work another nine months to continue to grow in my position, at which point I will be eligible for a salary increase.

_____ (Employee Signature) _____ (Date)

_____ (Manager Signature) _____ (Date)

_____ (Manager Name)