



EFFECTIVE DATE:
July 2024

RECREATION CENTER MANAGER
DEPARTMENT: PARKS AND RECREATION
JOB CLASSIFICATION: FULL TIME

TechNet #1265
PAY GRADE 12P
[PAY GRADES LINK](#)

GENERAL PURPOSE

Under the general guidance and direction of the Assistant Parks and Recreation Director, this exempt position is responsible for managing the daily operations of the Recreation Center.

ESSENTIAL FUNCTIONS

- Plans, coordinates and directs the operational functions of the Recreation Center.
- Performs various administrative duties, including creation and management of budget, financials, strategic planning, program development/evaluations, and employee hiring, training, supervision and performance evaluations.
- Develops and implements policies and procedures as needed.
- Directs the development of center activities, programs and services which may include active aging opportunities, fitness classes, weight lifting, swimming, pickleball, basketball, volleyball and/or other individual or group exercise activities and events.
- Develop advertising, marketing strategies and promotional material for recreation/fitness/aquatics and facilities.
- Manages a variety of Recreation Center patron services, including memberships/passes/general admittance, checking out requested sports equipment, answers questions regarding programs, services, costs and general operating policies and procedures; monitors the general activities of patrons to ensure compliance with Recreation Center rules and regulations.
- Resolves customer concerns, troubleshoots, resolves problems, enforces rules and regulations to ensure a safe, high quality, pleasant recreation environment for patrons,
- Trains, schedules and reviews the work of subordinate staff.
- Inspects the Recreation Center facility on a regular basis to ensure that security and equipment is in good operating order; oversees or performs a variety of bookkeeping activities, including counting cash drawer, preparing deposit forms; maintains facility information via computer and social media outlets.
- Supervises operational functions of the Recreation Center including maintenance of building and equipment.

- Ensures the recreational facility complies with all Federal, State and City laws, codes, regulations and guidelines.
- Schedules activities and reservations; develops an inter-local agreement with Nebo School District regarding use of the facility and coordinates with those administering school activities, and general public events.
- Oversees compilation and submitting of the Recreation Centers payroll. Oversees new hire process for all employees associated with the facility.
- Must be able to meet attendance and punctuality requirements for this position. Must abide by all city policies and procedures. Must establish and maintain effective working relationships with staff, volunteers, boards and committees, community organizations, individual citizens, governmental agencies, contractors and vendors.
- Must live within 30 minutes travel time from Spanish Fork's city limits in order to respond to emergencies.
- Applicants will be required to submit to a criminal background check and drug test.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

- Education and Experience: Minimum Qualifications include a Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, physical education, or related field is required. A Master's degree is preferred.
- Four years of increasing responsibilities in the administration of recreational programming, including two years of management and supervisory experience. Or any combination of experience and training that would likely provide the required knowledge and ability. Must possess or be able to obtain a Red Cross Certification in Cardio-Pulmonary Resuscitation and Aquatics Facility Operator or Certified Pool Operator certification.
- Necessary Knowledge, Skills, and Abilities: Leadership; ability to supervise and communicate effectively with subordinates and co-workers; develop a highly functioning team and a culture that is consistent with the department. Understanding of policies and procedures. Working knowledge of word processing and spreadsheet programs. Ability to represent the department in a professional manner to the general public. Organizational, marketing, public relations, scheduling and budgeting skills.
- Special Requirements: Valid Utah Driver License.