

# Senior Recreation Manager

**Opens:** Thursday, April 10, 2025

**Closes:** Open until filled

Will begin reviewing applications on 4/16/25

**Status:** Full-Time, Non-Exempt, Benefited

**Hiring Range:** \$34.00—\$36.00/hour

**Competitive Benefits Package—see pages 6-7**



Under the direction of the Community Life Director, the Senior Recreation Manager oversees operations of the recreational services offered at Millcreek Common including ice skating, roller skating, sport climbing, miniature golf (coming spring 2026), and other forms of recreational activity. This position provides personnel, process, and task management in all aspects of day-to-day operations.

**POSITION(S) SUPERVISED:**

Recreation Sport Managers  
Adventure Hub Crew Leads and Crew Members  
Sport Equipment Vendors

**ESSENTIAL JOB FUNCTIONS**

1. Manage and support the operations of the Granite Credit Union Adventure Hub facility and the City’s recreational events and programs.
2. Supervise recreation staff including daily task management, hiring and firing, onboarding, development and training, scheduling, reviewing timesheets, approving payroll, conducting annual performance evaluations, and initiating corrective action, when necessary.
3. Monitor proper cash handling procedures.
4. Oversee client communication.
5. Manage departmental operational software (i.e. Roller and Sling).
6. Provide financial and other reports via Roller and Sling.
7. Define, maintain, and enforce policies and procedures to support recreational programs for guests at Millcreek Common.
8. Oversee seasonal sports conversions/changeovers.
9. Coordinate with the Communications Department on promotional materials and signage for recreational programs offered at Millcreek Common. Monitor and respond to online reviews.

**Application Process:**

Interested applicants should submit a resume with cover letter and references to:

[sbond@millcreekut.gov](mailto:sbond@millcreekut.gov)

OR

Millcreek Human Resources  
Attn: Stephanie Bond  
1330 E Chambers Avenue  
Millcreek, UT 84106

10. Oversee the enforcement of employee safety practices, staff training (e.g., first aid training, etc.) and facility security protocols.
11. Coordinate with the City's Emergency/Risk Manager to mitigate risk for employees and guests at Millcreek Common.
12. Identify opportunities, set goals, and train Adventure Hub Crew Leads and Crew Members on best practices to ensure excellent customer service is being continually provided.
13. Resolve escalated customer service and operational issues.
14. Coordinate with the Facilities Department to manage the day-to-day maintenance of the Adventure Hub facility and surrounding plaza areas (e.g., WiFi access, firepits, ambient music, outdoor furniture, etc.), ensuring the facilities are clean and in full operation for guests visiting Millcreek Common.
15. Purchase, maintain, and service recreational sports equipment as needed.
16. Manage the Adventure Hub facility's inventory of tools, equipment, vehicles, and consumable items.
17. Oversee private rentals of the Adventure Hub and surrounding plaza areas, coordinate with the Community Life events team to schedule on-venue tours and assist with any special programming of entertainment and/or exhibition on the plaza.
18. Ensure satisfactory performance of contractor-provided services.
19. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- a. Bachelor's Degree from a regionally accredited college or university in Recreation Management, Leisure Studies, Sports Management or a related field required.
- b. At least 3-5 years of supervisory or leadership experience in the field of recreation management.
- c. At least 2 years of budgeting and cash handling experience.
- d. At least 2 years of experience working with customers and resolving issues.

### **2. Special Qualifications:**

- a. Valid Utah Class D Driver's License required.
- b. Knowledge of Microsoft Office Suite required.

### **3. Knowledge, Skills, and Abilities:**

- a. Outstanding customer service skills and problem-solving abilities.
- b. Ability to multitask, exercise initiative and independent judgment, and adapt to stressful and unexpected situations.
- c. Ability to establish and maintain effective working relationships with the public, city staff, department heads, elected officials, contractors, volunteers, and stakeholders.
- d. Knowledge and experience with Microsoft products and general office equipment.
- e. Ability to communicate professionally and effectively, both verbally and in writing (i.e. by phone, email, text, and in-person).
- f. Ability to enforce established processes and policies.
- g. Ability to lead, manage, engage, and motivate staff.



- h. Willingness to delegate and share workload with coworkers.
- i. Ability and willingness to train and transfer knowledge to coworkers, subordinates, volunteers, and contractors.
- j. Ability to lead and operate self-sufficiently, without the support or supervision of senior staff, outside City business hours.

## **WORKING CONDITIONS**

1. **Environment:** Work is performed in a mixed indoor/outdoor environment. The employee should be able to lift at least 50 lb. and handle or move more weight with the assistance of appropriate equipment. The nature of community recreation and events requires the employee to work outside of traditional business hours and work-week.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in transitional settings between sitting at a workstation, moving from indoors to outdoors, and stooping, bending, kneeling, crouching, reaching, and twisting while performing tasks; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of personal computer equipment; to operate material handling equipment; to operate utility vehicles including but not limited to a forklift and the Zamboni (ice re-surfacing vehicle); and to verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction
4. **Hearing:** Hear in the normal audio range with or without correction.



**OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT DRUG SCREEN AND A CRIMINAL BACKGROUND CHECK IN ACCORDANCE WITH CITY POLICY AND APPLICABLE LAW. CRIMINAL OFFENSES WILL BE REVIEWED ON A CASE-BY-CASE BASIS AND DO NOT AUTOMATICALLY DISQUALIFY A CANDIDATE FROM CITY EMPLOYMENT.**

**E-Verify.** Millcreek participates in the federal Employment Eligibility Verification Program (E-Verify). If hired, your continued employment will be contingent upon confirmation of your eligibility through the E-Verify system.

**Equal Opportunity Employer.** Millcreek is an equal opportunity employer without regard to race, national origin, color, religion, sex, sexual orientation, pregnancy, childbirth, or pregnancy-related conditions, age, disability, gender identity or expression, genetic information, veteran status, or any other classification or status protected by law.

**ADA.** To request accommodation under the Americans with Disability Act (ADA), please contact the ADA Coordinator at [adainfo@millcreekut.gov](mailto:adainfo@millcreekut.gov) or call 801-214-2700.

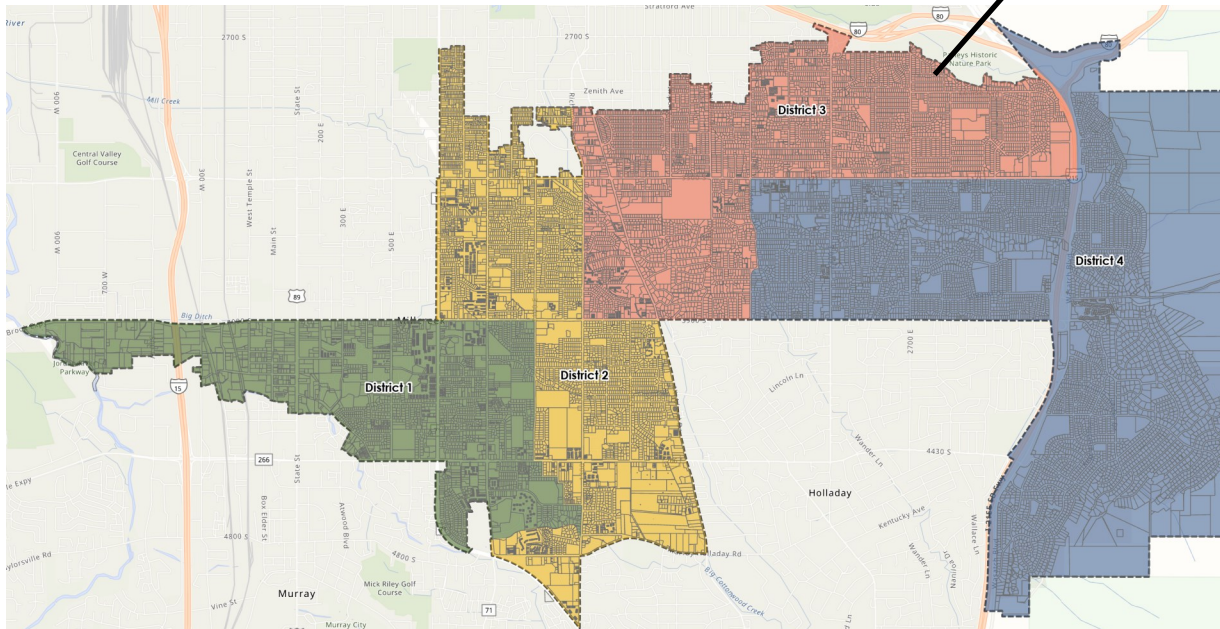
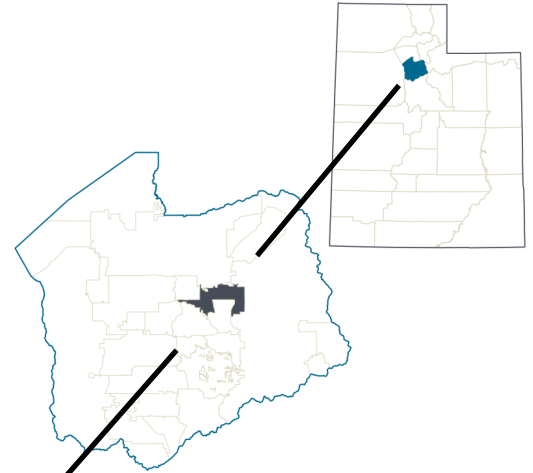
**Veteran's Preference.** Refer to Title 71 UCA 10 as amended for eligibility requirements for veteran's preference. If you claim veteran preference, you must submit a copy of Form DD-214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran's Administration dated within the last 90 days. A spouse or unmarried widow or widower of a veteran must also submit a copy of their marriage license as well as the DD-214.



# About Millcreek

**Millcreek incorporated as a municipal government in December 2016.**

Located in Salt Lake County, Millcreek is Utah's 12th largest city with a population of approximately 63,000 people. The diversity of people and access to resources provided to the residents of Millcreek are unparalleled. Many of Millcreek's neighborhoods were founded by pioneers whose descendants continue to live here and welcome the "new American" population to bring rich cultural experiences. A hub for outdoor recreation, Millcreek residents have outstanding access to year-round recreational activities, along with a strong sense of community and volunteerism which make the City an amazing community that our residents are proud to call home.



The city's borders stretch from eastern Millcreek Canyon all the way to the Jordan River in the west, with Salt Lake City to the North and Murray and Holladay cities to the south.

## Did you know?

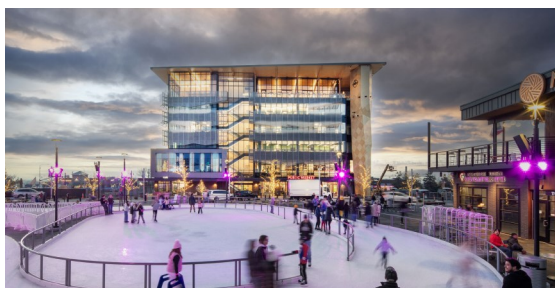
The inventor of the television, Philo T. Farnsworth, worked at the Baldwin Radio Factory in the early 1920's, located at 3474 South 2300 East in Millcreek.



Millcreek is home to St. Mark's hospital, the City's largest employer. St. Mark's employs over 1,500 people, which has helped create a prominent medical hub within the city boundaries.



Millcreek runs from the Jordan River to Millcreek Canyon, which supports Millcreek's motto "connected by nature." It is no wonder that Millcreek is home to many outdoor recreation businesses.



Visit [millcreekut.gov](http://millcreekut.gov) for more information about the city and services provided.



# MILLCREEK BENEFITS OVERVIEW

## PUBLIC EMPLOYEES

July 1, 2024 through June 30, 2025

Millcreek City is proud to offer a variety of benefits to employees.



### Medical and Dental Insurance (*Full-Time Employees*)

Benefits begin the date of hire. Millcreek offers two options for medical insurance: PEHP Traditional plan or PEHP High Deductible plan. Between these two plans, employees have the option to select the Advantage network (Intermountain Healthcare) or the Summit Network (Common Spirit (Holy Cross), Mountain Star, and University of Utah Health Care). Dental insurance is also available through PEHP.

The City pays 85% of medical and dental plan costs.



### Vision Insurance (*Full-Time Employees*)

Vision coverage is provided by EyeMed through PEHP. This coverage is optional and is 100% paid for by the employee.



### Supplemental Insurance (*Full-Time Employees*)

Millcreek provides three supplemental insurance options through Assurity Life Insurance Company.

- Accident Expense Insurance
- Critical Illness Insurance
- Hospital Indemnity Insurance

These coverages are optional, available for self-only or family coverage, and 100% paid for by the employee.



### Pet Insurance (*Full-Time Employees*)

Pet health insurance is offered through PetsBest at a discounted rate for Millcreek employees. Coverage is available for cats and dogs only. This coverage is optional and is 100% paid for by the employee.



### Life Insurance and Accidental Death & Dismemberment (*Full-Time Employees*)

Group term life insurance of \$100,000 is provided to the employee, \$5,000 for the employee's spouse, and \$2,000 for eligible dependents at no cost. Additional supplemental life insurance may be purchased by the employee. The City also provides a \$50,000 Line-of-Duty Death Benefit and a \$10,000 Accidental Death Benefit to the employee at no cost.



Tax Savings

### Flexible Spending Accounts (FLEX\$) (*Full-Time Employees*)

Employees enrolled in the PEHP Traditional plan may elect to make bi-weekly payroll contributions to a flexible spending account. Funds can be used to pay for eligible medical expenses on a pre-tax basis. IRS contribution limits for 2024 are \$3,200 for self-only coverage medical expenses (\$640 may be rolled over to the next plan year) and \$5,000 for dependent childcare expenses.



### Health Savings Account (HSA) (*Full-Time Employees*)

Employees enrolled in the PEHP High Deductible plan receive a pre-tax contribution from Millcreek, once each fiscal year, to fund the HSA. Employer contribution amounts rely on the tier of medical coverage chosen by the employee.

Employees can make bi-weekly pre-tax contributions to their HSA account in addition to the contributions made on behalf of Millcreek. HSA contribution limits for 2024 are \$4,150 for self-only coverage and \$8,300 for family coverage, and for 2025 are \$4,300 and \$8,550, respectively. These limits include contributions made by the employee and the employer.



### Short Term Disability (STD) (*Full-Time Employees*)

The City provides this benefit at no employee cost. STD coverage pays 60% of the employee's wage, with a maximum benefit of \$1,400 a week, for up to 13 weeks. Employees become eligible after successful completion of the six-month new hire probationary period.



**Long Term Disability (LTD) (Full-Time Employees)**

The City pays the premium for LTD coverage which offers 66.67% salary replacement after a three-month waiting period.

**Personal Time Off (PTO) (Full-Time Employees)**

Employees accrue 6.15 hours of PTO per pay period and may carry a maximum of 320 hours at any given time. Accrual rates increase with years of service.

**Paid Holidays (Full-Time Employees)**

Employees receive thirteen paid holidays a year, including a floating holiday that is determined by the City Manager.

**Flexible Schedule (Full-Time Employees)**

Employees have the option to work a traditional work schedule (8-hour day, Monday-Friday) or may opt into a 9/80 flex schedule (eight 9-hour days, one 8-hour day, and every other Friday off) or a 4-10 work schedule (four ten-hour days weekly, scheduled between Monday-Friday), subject to Department Head approval.

**Employee Assistance Program (All Employees)**

A counseling and consultation service through Intermountain Healthcare is provided to help employees and eligible family members with a wide range of personal issues. This plan is paid for by the City and there is no out-of-pocket expense for the employee to participate.

**Education Tuition Reimbursement (Full-Time Employees)**

Employees may receive tuition reimbursement for courses of study that are directly related to the employee's current position or are beneficial to the City, not to exceed \$5,250 each calendar year and subject to City Manager approval.

**COLA and Merit Increases (All Employees)**

Employees may receive COLA and/or Merit salary increases based on performance evaluations, market adjustments, and/or the availability of funds as allocated by the City Council.

**Retirement – Pension (Full-Time Employees)**

Millcreek funds a pension plan and/or 401(k) account through Utah Retirement Systems (URS) for the employee. Specific contributions vary based upon hire date and the tier the employee falls under and will be discussed further at the time of hire. For more information please visit ([www.urs.org](http://www.urs.org)).

**Retirement – Savings Plans (Full-Time Employees)**

Employees have the option to contribute to a variety of additional savings account options through URS including 401(k), 457, and Roth IRA. Contributions can be made on a pre-tax or post-tax basis through bi-weekly payroll deductions.

**Social Security Exemption (Full-Time Employees)**

Millcreek has elected to withdraw from the Social Security system. Because of this exemption, Millcreek and the employee will each contribute 6.2% to an approved URS retirement savings account chosen by the employee on a bi-weekly basis, for a total of 12.4%.

**Other Benefits**

Bereavement/funeral Leave, caregiver leave, birthday leave, jury duty leave, military leave, emergency leave, medical and cell phone stipends, year-round free skating at Millcreek Common, City Hall and Millcreek Common room rental discounts, safety awards, training opportunities, employee luncheons, onsite gym, pet-friendly office, off-site employee engagement activities, and other department specific awards.

*This document was created to provide general information about the benefits offered at Millcreek and is subject to change at the City's discretion. Please contact Human Resources for questions or more details.*