Recreation Program Manager
West Valley City, UT - Parks and Recreation

Description
As a Recreation Program Manager for West Valley City's Family Fitness Center you will plan, organize, and supervise recreational activities and sport programs for children, youth and adults. Prepare and distribute promotional information for programs and activities. Coordinate recreation and special events activities with other departments, divisions, businesses and agencies. Requires working flexible hours including evenings, weekends, overnight and holidays.

Starting Pay and Benefits
$19.21 - $21.13/ hour DOE
Health Insurance
Dental Insurance
Life Insurance
Pension or 401(k) with possible 401(k) contribution match
Paid Time Off

Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Effectively communicate with staff and public. Ability to resolve customer service issues with adults and children
- Plan, organize, supervise, carry out and evaluate special events including: races, sporting events, tournaments and camps, family programs and member events. Assist with implementation of other special events as assigned
- Create and distribute promotional information for activities
- Help create and work within annual budgets including equipment, materials, personnel, etc.
- Monitor and evaluate program revenues and expenditures
• Recruit, train, supervise and evaluate part-time and temporary staff, volunteers and sport related subcontractors.
• Performs and coordinates the orientation, training, and evaluation of various employees
• Transport self to and from various sites and terrains
• Participate in training and teaching of recreational players, coaches, officials and parents
• Ensures that all proper checklists and documents are completed in a timely and efficient manner
• Develop, implement and supervise sports, youth programs, adult programs and recreational programs for all ages and abilities
• Prepare and maintain reports, inventory, equipment and other records
• Purchase, maintain and replace equipment needed for programs
• Apply, explain and enforce rules and regulations and adjust as needed
• Attends all facility staff meetings as requested. Schedules and conducts area staff meetings on a regular basis
• Assumes responsibility for completing related duties as required or assigned by the Program/Activities Section Supervisor

Supervisory Responsibilities
Will supervise part-time and temporary employees as needed for assigned programs and activities. May also supervise internship students and volunteers.

Requirements
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

• Graduation from a four-year college or university with a degree in recreation or closely related field and three years full-time professional recreation/sports program experience
• or Five years of full-time professional recreation/sports program experience
• or an equivalent combination of education and experience
• Recreation facility experience strongly recommended

Language Skills
Must be proficient in English.

Other Skills and Abilities

• Knowledge of recreation philosophy, planning and administration; knowledge of recreation programming and special events
• Ability to establish and maintain effective working relationships with employees, supervisors, other organizations, patrons, community leaders, and the general public
• Ability to communicate effectively orally and in writing; read and interpret documents, write routine reports and correspondence
• Knowledge of computer related applications
• Problem solving skills
• Strong leadership skills
• Planning and organizational abilities

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee may occasionally be required to climb or balance; stoop, kneel, crouch, and crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in various facility areas or outside.

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