



RECREATION MANAGER

GENERAL STATEMENT OF DUTIES:

CLASSIFICATION	L
RANGE	\$36,487 TO \$55,276
FLSA	NON-EXEMPT

Position holder is considered a leader in Botetourt County Recreation and Facilities Department. The Recreation Division is responsible for coordination and management of activities for Recreation in Parks and School Facilities along with the Senior Van Program. Manages full and part time staff along with the work of contractors.

DISTINGUISHING FEATURES OF THE CLASS:

The Recreation Manager performs administrative, supervisory, and physical duties to plan, organize, and carry out recreational programs and activities for county public spaces, including parks and athletic fields. Responsible for developing daily, weekly, monthly, and yearly work schedules for staff; create and monitor division budget; provide reports and correspondence; work with County and other agency staff and assignees as well as the general public. Responsible for the development and implementation of recreation programs including youth and adult sports leagues. Employee may be subject to varying hours of work, as necessary, including nights and weekends. Work is performed under the direct supervision of the Director of Recreation and Facilities.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Manage and schedule staff for successful team approach to accomplish departmental needs and the County’s vision for the department.
- Establish clear and appropriate performance standards of excellence consistent with the vision and values fo the County.
- Implement programs to meet the recreational needs of the community.
- Coordinate delivery of youth and adult recreation athletic leagues.
- Ability to work effectively with the Recreation Advisory Commission and Booster Clubs.
- Ensure coaches and officials are qualified for successful program delivery.
- Develop team approach with community for teaching youth through sports.
- Prepare and deliver presentations to community groups and boards.
- Marketing of Recreation Programs and Activities.
- Collect data for programming decisions.
- Coordinate appropriate facility use for outside agencies who provide activities.
- Manage and develop outside contracts for programs and events.
- Preparation of operation and capital budgets. Monitoring of expenditures.

- Record keeping and maintenance scheduling for vehicles and equipment.
- Collaboration with Human Resources to recruit, hire and manage staff.
- Routine inspections of facilities and equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Successful experience supervising employees conducting the work of recreation program and sports league management or similar environment.
- Training and significant experience in the area of recreation programming.
- Demonstrated track record promoting and facilitating active lifestyles through public recreation programming.
- Demonstrated ability to plan, implement, coordinate and direct the effective and efficient work of others.
- Ability to effectively administer department policies and all applicable federal, state and local safety rules, regulations and policies.
- Ability to establish and maintain effective working relationship with employees, County officials, school staff and the general public.
- Ability to communicate effectively both orally and in writing.
- Proficiency using a computer for communication, scheduling, record keeping, financials, and performance measurement.
- Possession of a current driver's license valid in the Commonwealth of Virginia, and have and maintain a good driving record during employment.

PHYSICAL AND ENVIRONMENTAL FACTORS:

- Work requires climbing, stooping, kneeling, crouching, standing, walking, pushing, and pulling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy or thoroughness of work and observing general surroundings and activities.
- The work is subject to outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.
- Position is subject to pre-employment physical including alcohol and drug screenings and to random alcohol and drug screenings.

ACCEPTABLE EDUCATION AND EXPERIENCE:

- Education equivalent to graduation from high school.
- Minimum of five years' experience working in the field of recreation that includes youth athletic leagues.
- Minimum of three years in a supervisory capacity having management level responsibilities.

PREFERRED REQUIREMENTS:

- A four-year bachelor's degree from an accredited college or university with major coursework in parks and recreation administration.
- Budgeting, inventory control, logistics and performance measurement experience.