

RECREATION FACILITY MANAGER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to the overall supervision and operations of a recreation facility or major program and its assigned temporary employees.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Oversee daily operations and events being held at assigned facility; ensure cleanliness of restrooms and public areas; report maintenance conditions affecting facility operation and security.

Oversee the safe and proper operation of assigned facility; ensure facility rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control when warranted; refer escalated issues to assigned supervisor or proper authorities.

Complete written reports and records as required; organize and monitor equipment inventory of assigned facility.

Reconcile cash drawer and receipts, record and deposit money; sell items from gift shop and maintain inventory.

Process registration, facility rentals and membership sales.

Supervise assigned temporary staff; schedule, train and monitor staff relative to assigned facility duties; review timekeeping system of assigned staff for accuracy.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Conduct events and programs occurring at the facility in accordance with educational goals of the facility.

Know, understand and communicate department programs and services.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Recreation programming, techniques and methodology.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles of supervision and training.

Modern office equipment, methods, procedures, cash registers and computer hardware and software.

Principles and techniques of first aid and CPR.

Principles and practices of safety management.

Report writing techniques.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk long distances; interpret, understand and follow policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 55 pounds or less.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Supervise, train and evaluate assigned temporary staff.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to operate a computer as necessary to perform job duties.

Identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Present quality programs to school groups, adults and other audiences.

Work in an environment where multiple demands by clients and supervisor require quick decision making and multi-tasking skills.

Recreation Facility Manager

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Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Communicate tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

One season of experience in a position assisting in facility, event management, recreation programs, customer service or a related field is desirable.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of CPR and First Aid certificates within six months of hire.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

05-18-18

04-11-13

07-04-09 Recreation Facility Manager

02-27-03

09-12-02 Pool/Facilities Manager

12-18-99

04-24-97 Pool Manager

02-15-90

10-01-88

02-10-88

Recreation Facility Manager

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01-14-80

04-19-77

10-30-73