

Great Northwest Community Improvement Association, Inc.

Position Description: Recreation Programs Manager

Reports to: Community Manager

Qualifications

- High School diploma or general education degree (GED) required; higher education strongly preferred
- Experience in youth recreation and/or coaching
- Knowledgeable about event management, in kind/monetary donor stewardship, and basic marketing
- Must be able to lift/carry 40+ pounds and maintain valid driver's license
- Communicate clearly, concisely, and effectively both orally and in writing
- Work independently with little direct supervision; work effectively under pressure and deadlines with consistent interruptions
- Energetic, dynamic person with a positive and motivated attitude
- Strong multi-tasking, organizational, and problem-solving skills
- Ability to effectively work with individuals at all organizational levels
- CPR or first aid as well as bloodborne pathogen certifications a plus

Under the supervision of the Community Manager, the Recreation Programs Manager is responsible for the oversight and leadership of the Recreation Department including youth recreational sports programming, special events, and oversight of part-time and full-time seasonal staff. Oversees the daily operations of two pools and their respective café's including light maintenance operations, scheduling, procurement and inventory management, as well as basic cash management. Acts as the liaison between community members and paid and volunteer coaching and recreational staff by responding to complaints, uniformly applying rules, and ensuring fun remains central to all recreational programming. Collects statistical information and prepares monthly reports on events financials and registration for the Community Manager and Board review.

Responsibilities

- Plans, directs, and develops the youth recreational sports programs including fall and spring soccer, basketball, and aquatics.
- Recruits, selects, trains, schedules, and supervises full-time and part-time seasonal staff and volunteers.
- Assists in developing, preparing, and administering the Department budget, including preparing cost estimates and justifications for the budget.
- Develop and maintain relationships with community volunteers and donors for programs and special events.
- Prepare registration materials for all youth recreational sports programs and maintain records and evaluation reports on new and on-going program offerings.
- Coordinate with the Media Specialist to promote and publicize recreation programs and activities including flyers, marquee advertisements, videos, and other content across platforms.
- Assess and monitor community needs; identify opportunities for improving service delivery and development of new program areas.
- Responsible for inventory control, purchasing, and storage for all departmental programming and special events.
- Ensures compliance with all applicable city and state health and facility codes.
- Establish and maintain effective working relationships with staff, volunteers, board members, and community partners.
- Develop an annual calendar of recreation activities, classes, and programs sponsored by the Association.
- Performs related duties as assigned by management.

Work Environment

Position is salaried and hours include holidays, evenings or weekends. Scheduled hours are determined based on program needs and work hours will need to be adjusted accordingly.

Signature

Printed Name

____/____/____
Date