

**CITY OF HUMBOLDT
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title: Recreation Center Manager Incumbent:
Department: Recreation Reports to: Recreation Director
FLSA Status: Non-Exempt

POSITION PURPOSE

Under supervision of the Parks & Recreation Director, this position will oversee the daily operations of the Humboldt Recreation Center. Set the tone and the atmosphere at the HRC. Oversee opening and closing of the facility and prepare daily deposits for the Parks & Recreation Director. Will plan, coordinate, and oversee all recreational activities and any other duties as directed.

REPORTING

Works under the supervision of the Recreation Director. Supervises part-time staff, instructors, seasonal employees, and volunteers as assigned.

PRINCIPAL ACCOUNTABILITIES

Plans, coordinates and oversees all recreation activities. Organizes and coordinates between recreational activities, membership use and facility rentals at the HRC.

Assists Recreation Director in planning budget and capital project plans for HRC.

Checks members in and out of facility, answers questions related to building operations and policies and assists patrons as needed. Signs up and records participants to programs and/or facility rentals. Accepts and records payments and makes receipt. Answers facility telephone as needed.

Opens and closes facility at scheduled times. Imposes facility rules as needed.

Prepares and completes membership paperwork and performs data entry into membership computer system.

Provides general maintenance and cleaning to the facility and equipment. Oversees, assists, and maintains systematic, complete, and accurate departmental records and prepares reports as needed for various functions.

Directs and reviews work of permanent, seasonal and volunteer staff; responds to and resolves personnel complaints and problems; maintains a productive work environment, recommends the appointment, promotion, and dismissal of personnel. Directs day-to-day operations of the Humboldt Recreation Center, including scheduling, facility policy decisions and management of staff.

Promotes safety throughout the entire department and assures all programs and the facilities are operated in as safe a manner as possible.

Any other duties as directed by the Parks & Recreation Director or City Council that come about as a matter of policy.

Performs a variety of miscellaneous duties, such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, making arrangements for rental and use of pool, helping set up for classes, events, etc.

SPECIFICATIONS

Skills and Abilities

Ability to maintain a clean work environment. Must be highly organized and time conscious. Must have positive and professional demeanor when conducting business within facility and in the community. Self-starter that can work with limited supervision.

Ability to train permanent, seasonal and contract employees. Ability to effectively plan, organize, direct and supervise employees toward desired results.

Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with the Parks & Recreation Director, Parks & Recreation Board, civic organizations, City employees, public, and the press. Ability to deal with all of the aforementioned tactfully and courteously.

Ability to use computers, typewriters, motor vehicles, first aid and safety equipment and recreational programming equipment as necessary. Ability to perform minimally physically demanding work.

Must have ability and willingness to work a flexible schedule in regard to seasons of the year, time of day and day of the week.

Experience

Bachelor's degree in Parks & Recreation or related field, 1 year experience in operation of a recreation/wellness center & recreation programs and budget experience preferred; relevant experience may substitute for education.

Must have strong time management and interpersonal skills.

Must also have computer literacy, strong oral and written communication skills and experience in an office environment.

Possession or ability to obtain & maintain CPR and First Aid Training and a valid motor vehicle operator's license issued by the State of Iowa and ability to pass a criminal background check.

Physical, Mental and Visual Effort

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee occasionally is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

Inside office work performed under controlled conditions, but with occasional humidity, poor ventilation and noise.

Outside work involving standing, walking and carrying objects of moderate weight. Occasional climbing, stooping, reaching, and handling activities.

Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and supervisor.

Requires eye/hand coordination, manual/finger dexterity and motor coordination.

Requires clerical, forms, numerical, and verbal perception.

Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 100 pounds.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

City Administrator

Date