



Snyderville Basin Special Recreation District | Job Description

Recreation Services, Associate Manager

Department:	Recreation	FT PT Seasonal:	Full-Time Year-Round
Grade:	017	Entry/Midpoint:	8/14
Class Spec:	RC-FT11	FLSA Status:	Non-Exempt
Reports to:	Department Manager	Effective Date:	2026-05-01
Safety Sensitive:	No	Approval Initials:	

Job Summary

The Associate Manager Recreation position is responsible for planning, organizing, and overseeing the day-to-day operations of the Fieldhouse facility and Recreation Services.

Minimum Qualifications

- Bachelor's degree in a related field, OR an equivalent combination of education and experience.
- Four (4) years of related experience in community recreation programs or facilities or the equivalent, two (2) of which must be supervisory.
- Education may not be substituted for the required supervisory experience.
- CPR and First Aid certification within six (6) months of hire.

The successful applicant must pass a required pre-employment background check, and subsequent mandatory background checks in accordance with current District policy requirements.

Preferred but not required:

- Certified Parks and Recreation Professional Certificate (CPRP).

Essential Functions

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. These essential job functions listed are required with or without accommodation.

- Hire, train, direct, and supervise the work of year-round and seasonal Recreation personnel.
- Implement and oversee assigned service areas by managing staff, programs, activities, and facilities.
- Oversee athletics, aquatics, fitness, and other recreation programs for youth, adults, and seniors.
- Allocate resources assigned to service areas based on distinct missions and community needs or interests.
- Formulate and implement operational procedures for assigned service areas.
- Monitor and evaluate the effectiveness of assigned service areas and implement improvements and modifications as needed.
- Assist with the strategic direction of the service area and recommend policy developments as needed.
- Ensure compliance with district policies and practices.
- Assist in asset management planning, including recommending capital improvement projects and purchases.
- Coordinate with other district departments and work closely with customer service, community relations, and marketing.

- Coordinate with stakeholders outside of the organization, such as governmental agencies, non-profits, clubs, and other user groups, to facilitate and support the provision, access, and use of services.
- Allocate and monitor resources, approve expenditures, and recommend user fees.
- Oversee controls to ensure expenditure remains within the budgetary limits.
- Solicit bids and orders from contractors or vendors.
- Meet with suppliers and vendors to arrange and negotiate the best rates and products.
- Respond to public concerns or inquiries and maintain positive public relations.
- Act as a Mandatory Reporter and comply with all applicable reporting requirements.

Knowledge, Skills, and Abilities (KSAs)

knowledge of:

- Computers and Microsoft Office applications.
- Community recreation programming, needs assessments, program design, evaluation, and services.
- Recreation facility management and facility operations.
- Methods pertaining to risk management.
- Personnel management and effective supervision, training, and performance management practices.
- Principles and practices of customer service and public relations.
- Applicable laws, codes, regulations, policies, and procedures for the assigned division.
- Policy and project development.
- Business and management practices, including strategic planning, budgeting, marketing, and resource management.

Skill and Ability to:

- Display leadership qualities and make sound judgments.
- Provide program oversight in developing goals and objectives for assigned areas.
- Analyze data and draw logical conclusions from mathematical formulas and policies and procedures.
- Communicate effectively both verbally and in writing.
- Communicate and interact with the public in a professional manner, which may include public speaking.
- Multitask in a fast-paced environment.
- Work independently with limited supervision or collaborate with a team.
- Exhibit strong attention to detail.

Working Conditions, Physical Requirements, and Aptitudes

- Duties are typically performed in a general office setting or a remote location, such as a home office.
- May require emergency callout.
- Exposure to frequent noises and interruptions.
- Travel to and from sites, facilities, and other locations within the District; transport materials as needed.
- Manual dexterity and coordination; high degree of spatial awareness and mental and visual alertness.
- Work effectively with crowds and uncooperative individuals, difficult situations, emergencies, or periods of continuous demand.
- Remote workdays may be available for this position after completing the six-month orientation period but are not guaranteed.

Physical Requirements	25%	50%	75%	100%
Frequent walking, bending, and other physical exertion	X			
Pushing, pulling, and kneeling	X			
Ability to lift and carry up to 40 pounds unassisted	X			
Prolonged focus on a computer screen			X	
Prolonged periods of standing or sitting			X	

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Employee | Print Name

Employee | Signature

Date