



**BRIGHAM CITY CORPORATION**  
**Job Description**

<b>Title:</b>	<b>Recreation Manager</b>	<b>Code:</b>	1251
<b>Division:</b>	Recreation & Senior Services	<b>Effective Date:</b>	04/2023
<b>Department:</b>	<b>Public Works</b>	<b>Last Revised:</b>	04/2025
<b>Opening Date:</b>	April 28, 2025	<b>Closing Date:</b>	May 9, 2025
<b>Salary:</b>	\$80,000 - \$85,000	<b>FLSA:</b>	Exempt

**GENERAL PURPOSE**

Performs a variety of **general administrative and first line supervisory duties** as needed to coordinate the establishment, organization, scheduling and operation of specific recreation programs emphasizing participation, instruction and skill development in women's, men's or youth and children's sports.

**SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Public Works Director

**SUPERVISION EXERCISED**

Provides general supervision to Recreation Supervisor, Administrative Assistant, Aquatics Supervisor, and Community Center Supervisor.

**ESSENTIAL FUNCTIONS**

Plans, establishes and organizes programs designed to meet the recreation, pool and community/senior center needs of various groups or categories of participants; develops operating policies and procedures; monitors program activity to assure quality and serve as troubleshooter; supervises the operation and activities of such programs as adult/youth basketball, softball and volleyball, tennis and other programs as approved; determines necessary components (i.e. instructors, facilities, fees, volunteer coaches, game officials and umpires, etc.); coordinates and instructs recreation related seminars and workshops.

Initiates and coordinates personnel actions such as recruitment, selection, retention, advancement and disciplinary action. Monitors supervisor and subordinate performance; establishes standards and goals in cooperation with employees; evaluates progress and success; evaluates employee performance; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

Manages park and pool concessions; develops relationships with vendors; assures quality products; monitors concession operations to assure compliance with established goals and standards; manages concession revenues according to established procedures.

Serves as liaison and advisor to various committees, task force and sports interest groups; coordinates and implements actions as needed to best serve community interests; prepares and delivers reports as needed to advise Assistant Public Works Director of program activities and results.

Performs program and special event marketing and advertising; utilizes various media vehicles to reach all segments of the public and educate in recreation, pool and senior programs; performs general public relations as needed to address concerns and interests of the public; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors; reviews complaints, problems and concerns expressed by the public; analyzes circumstances and issues and

develops alternative solutions; initiates action to create change as needed.

Coordinates access to local facilities; responsible for the security of recreational facilities, buildings, and surrounding areas. Assures a safe environment both indoors and outdoors through periodic safety checks of facilities and equipment. Conducts or organizes special workshops and certification training for officiators.

Provides general supervision over recreation, pool and Community Center and senior activities; may officiate or referee games or assist in coaching; maintains statistics for leagues and tournaments; establishes team rosters and schedules games, tournaments and other play activities.

Prepares budget and makes revenue projections; submits to superintendent for review and approval; monitors on-going expenditures to assure compliance with fiscal goals; establishes fee schedules for program participation; aids in the preparation of bids and the purchasing of required equipment as necessary.

Directs the preparation of yearly calendar of recreational, pool and senior activities; prepares and distributes program schedules, dates and times; secures access to various community facilities as needed to run programs; plans and coordinates tournament games; secures prizes and sponsors as necessary; assures maintenance and good condition of all equipment and inventory used.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from college with a bachelor's degree in recreation management (preferably from an NRPA accredited program), physical education or related field;
- AND
- b Four (4) years of experience performing above or related duties;
- OR
- c. An equivalent combination of education and experience.

Special Qualifications:

- Must possess a valid state of Utah driver license. May be required to be CPR certified

#### KNOWLEDGE, SKILL AND ABILITY

**Considerable knowledge** of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; **working knowledge** of the operation of personal computers and various software applications including spreadsheets, word processing, etc.

**Ability to** organize recreational leagues, establish team rosters and schedule games, tournaments and other play activities; establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; administer a large work program; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

#### WORK ENVIRONMENT

This position requires work to be done in person and on-site. Incumbent of the position performs in a typical office setting with appropriate climate controls, frequent exposure to outdoor conditions and

weather extremes. Tasks require a variety of physical activities, which may involve muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, etc.

**NOTE:** All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

**HOW TO APPLY:** Click on link: <https://www.applicantpro.com/openings/bcutah/jobs>

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