

American Fork

Job Description

Title:	Recreation Program Manager	Class:	
Dept/Division:	Parks/Operations	Pay Range:	\$23.56- 35.34/hour
Status:	Full-time	Last Revised:	9/2024

GENERAL PURPOSE

Performs a variety of **general administrative and supervisory duties** as required to assist with the coordination, establishment, organization, scheduling and operation of recreation programs, emphasizing participation and instruction in men's, women's, and youth sports programs and leagues.

SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Superintendent.

SUPERVISION EXERCISED

Provides close to general supervision to recreation officials, gym supervisors, scorekeepers, coaches, instructors and other part-time or volunteer personnel associated with recreation programs offered by American Fork City.

ESSENTIAL FUNCTIONS

Organize Adult and Youth Recreation Programs; assists with supervision, coordination and implementation; helps determine necessary resources and components (i.e. officials, facilities, equipment, volunteers, gym supervisors, scorekeepers, coaches, etc.). Monitors program activities to assure quality and serves as "trouble shooter" and "problem solver"; monitors, evaluates and recommends for new program development and implementation; Plan, operate and monitor programs according to funded budget. Responsible for program and budget evaluation and monitoring to evaluate and review the overall usage of city funds and facilities each season.

Develop teams or activities in accordance to registration information and recreation department policies. Organize and carry out the drafting of teams or assignment of players into teams and leagues. Developing schedules for those teams and leagues.

Provides assistance with the recruitment and training of officials/referees, gym supervisors, and scorekeepers; conducts training providing timely resources and guidance in conjunction with scheduled leagues, programs and activities. Recruits volunteers within the community to serve as coaches, and provides training and guidance associated with their respective responsibilities. Monitors performance and makes recommendations affecting personnel status such as retention, advancement.

When needed, serves as a liaison to the community on behalf of the department; work with school to obtain and coordinate facility usage for programs; prepares and provides weekly updates and reports to advise the Manager of league results, payroll roster, and other pertinent information. Makes recommendations concerning leagues and programs offered, and schedules such events. Provides timely updates regarding complaints, problems and/or concerns expressed by the public and makes recommendations. Receive, discuss, resolve and record comments, complaints and suggestions from Staff, coaches, participants, parents and any others regarding the administration of programs. Analyzes circumstances and issues and develops alternative solutions.

Assists with league, program, and special event marketing and advertising. Develops posters, announcements and advertising for programs. Utilizes various media vehicles to reach all segments of the public and educate in recreation programs. Receives registration forms, data enters participant information; issues receipts for monies received. Design uniforms, itemize number of uniforms and sizes, obtain competitive quotes and order necessary uniforms according to city purchasing policies and procedures. Orders and receives T-shirts, awards, and other related items associated with recreation leagues and programs.

Provide ongoing coordination, and communication with coaches. Recruit, hire, train, schedule and supervise necessary staff and supervisors for programs. Responsible for all equipment associated with the various recreation and fitness programs. Maintains a current inventory and provides a purchase request for replacement and/or new equipment as needed. Assures a safe and clean environment in all gymnasiums and throughout the Fitness Center and on sports fields. Conducts periodic safety checks as needed.

Assist in the scheduling, usage and care of the city parks and facilities as assigned and as availability permits. Arrange and Coordinate for field and facility care and maintenance with City Parks department and any other department. Layout, mark and maintain boundaries for various program use during the season. Manages the annual and seasonal calendar to ensure the timeliness of program start and conclusion dates.

Attend and actively participate in weekly staff meetings, monthly and yearly URPA and CURPA meetings and other meetings as identified.

Oversee the timekeeping policies and monies paid to staff and that they are done according to city policies and procedures.

Gives recommendations for the recreation budget. Strives to meet, or exceed revenue projections. Monitors on-going expenditures to assure compliance with fiscal goal and to avoid unwarranted loss. Assists in the preparation of yearly calendar of Community Center activities.

Responsible for continual review and revisions of all league rules, regulations and policies.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree or equivalent from an accredited university in Recreation Management or related field of study;
AND
- B. Two (2) years of continuous experience in recreation management;
OR
- C. An equivalent combination of education and experience.

2. **Required Knowledge, Skills, and Abilities:**

Working knowledge Basic First Aid. Clerical and general office practices, procedures and equipment. Basic operation and utilization of computer programs that may include designated recreation software Microsoft Excel, Word and Power Point.

Knowledge of the methods, techniques, and philosophies of developing and operating a broad spectrum of programs; programming for all age groups in the community; liability issues and injury prevention; organizational skills; budgeting processes and general accounting.

Some knowledge of overall welfare and direction of sports and recreation opportunities provided to the residents of American Fork and other participating entities; developing and operating a group fitness program including diet and nutrition.; of recreation leagues, establish team rosters and schedule games, tournaments and other play activities; establish and maintain effective working relationships with employees, volunteers, and the public; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

Some skill in assisting the Recreation Director in evaluating, determining and directing the overall direction of the recreation department.

Ability to maintain confidentiality in all aspects of the job; to manage multiple tasks with frequent interruptions; to manage multiple priorities; to diffuse and manage volatile and stressful situations; to promote and follow City and Department policies and procedures; to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds; to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate staff.

3. **Special Qualifications:**

Must possess a valid driver's license. Must be certified in CPR and First Aid within six months of hire date.

4. **Work Environment:**

Employees in the position occasionally performs in a typical office setting with appropriate climate controls; on a day-to-day basis works in settings associated with outdoor recreation. Tasks require a variety of physical activities, not generally involving muscular strain related to walking, standing, stooping, sitting, reaching, lifting and carrying up to 50 pounds, etc. Communicating, i.e. talking, hearing, and seeing, is essential to job effectiveness. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.