



Recreation Program Manager - Senior Center

[West Valley City, UT](#) • Parks and Recreation

Job Type

Full-time

Description

Come join a team dedicated to making a positive impact in our community, where the well-being of our residents is always our top priority. We offer flexible scheduling options (based on position) and foster professional growth through comprehensive training programs and learning opportunities. Shape your future in a career that empowers you to make a difference and thrive in a collaborative, purpose-driven environment.

As a Recreation Program Manager, you will plan, organize, and supervise recreational activities for senior citizens at the Harman Senior Recreation Center (senior center). Coordinate and administrate department special events for our senior population. Create marketing plans and perform related tasks for events, programs, and facilities for the department.

Starting Pay: \$24.81 per hour

FLSA Status: Non-exempt

Benefits: Full benefits; health, dental, and life insurance, paid time off, and paid holidays, vision reimbursement plan

Retirement: Utah Retirement Systems, pension and/or 401(k)

Schedule: Full-time, 40-hours per week. Monday - Friday 8:00 AM - 4:00 PM with occasional evening and weekend work.

Posting Close Date: Open until filled

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Effectively communicate with staff and public. Ability to resolve customer service issues with senior citizens and other age groups.
- Work well with in-house and inter-agency personnel to improve program quality.
- Develop, implement, supervise, and evaluate programming for participants of the senior center. Assist with implementation of other department special events and programs as assigned.

- Drive senior center bus for various off-site programs.
- Promote senior center classes and programs to increase center participation through various forms of marketing.
- Establish and implement best practices regarding the marketing and promotion of department events and facilities.
- Seek partnerships and sponsorships for senior center programs and department events and programs.
- Help create and work within annual budgets including equipment, materials, personnel, etc. Monitor and evaluate program revenues and expenditures.
- Assist in duties to keep facilities visually pleasing, clean, and safe through regular inspection, maintenance, and cleaning.
- Plan field trips, including bus trips with a variety of activities, make reservations, buy tickets, coordinate with businesses, theaters, etc. Drive a bus that can hold up to twenty-four passengers. Arrange departure and return times, meals, and accessibility issues.
- Recruit, train, supervise volunteers. Ensure accurate tracking and reporting of volunteer hours, attendance, participation, and other necessary information.
- Transport self to and from various sites and terrains.
- Ensure that all proper checklists and documents are completed in a timely and efficient manner.
- Purchase, maintain and replace equipment needed for successful programs and events.
- Apply, explain, and enforce rules and regulations to staff, volunteers and participants. Make adjustments as needed.
- Attend all meetings and trainings as requested.
- Oversee Harman Senior Recreation Center social media and web pages.
- Other Duties as assigned.

Supervisory Responsibilities

- Will supervise volunteers as needed for assigned programs and activities. May also supervise internship students.

Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Graduation from a four-year college or university with a degree in recreation or closely related field and one year full-time professional experience
- or an equivalent combination of education and experience
- Experience with senior citizen programming preferred

Language Skills

- Must be proficient in English.

Certificates, Licenses, Registrations:

- Able to get a Food Handlers Permit within one month.
- Able to get a CDL Driver's License within six months

Other Skills and Abilities

- Knowledge of recreation philosophy, planning and administration; knowledge of recreation programming and special events
- Ability to establish and maintain effective working relationships with employees, supervisors, other organizations, patrons, community leaders, and the general public
- Ability to communicate effectively orally and in writing; read and interpret documents, write routine reports and correspondence
- Knowledge of computer related applications
- Problem solving skills
- Strong leadership skills
- Planning and organizational abilities

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee may occasionally be required to climb or balance; stoop, kneel, crouch, and crawl.
- The employee may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately loud when in various facility areas or outside in the parks

If you are reading this and hesitating to click "apply" because you do not check every box in the posting, we encourage you to go for it! A true passion and excitement for making an impact is just as important as work experience.