

CITY OF WINTER GARDEN
Classification Description

Job Code: 709

Pay Level: 117

CLASSIFICATION TITLE: Recreation Division Manager
DEPARTMENT: Parks and Recreation

FLSA Status: E
Union Status: N/A

WORK OBJECTIVE

The primary objective of this position is to plan, manage, supervise, direct, and evaluate the City's comprehensive recreation program, including the use of City facilities. This position will oversee all full and part time recreation division employees in the delivery of a diverse array of high-quality programs and services in a manner that is consistent with industry standards. The manager will create, implement, and continually evaluate long and short term program delivery objectives that are responsive to the leisure service needs of the citizens of Winter Garden. The position reports to the Park and Recreation Director.

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Manages the planning, development, implementation, evaluation, and promotion of a diverse range of recreation programs and services to include instructional programming, athletics, aquatics, camps, special events, and leisure activities for all ages and abilities.
- Supervises operation and maintenance of recreation and related facilities.
- Supervises all recreation division program and facility staff members to include scheduling, training, evaluations, discipline, professional development, and hiring.
- Supervises scheduling of all recreational facilities and rental functions.
- Coordinates partnerships with outside groups, athletic organizations, schools, and other entities to maximize the leisure opportunities available to the residents of the city.
- Develops policies and procedures, programs, and objectives for all recreational, cultural, and sports programs.
- Assess staff work-loads, administrative support systems, and internal working relationships to identify opportunities for improvement.
- Supervises all marketing development and collateral creation for dissemination to the public pertaining to department programs and services.
- Engages in strategic planning to develop and implement goals, objectives, policies and priorities for Recreation Division programs that will foster human development, health and wellness, cultural unity, safety and security, and community identity.
- Develops, recommends and implements technical and operational procedures and systems to achieve improved economy and efficiency in recreation program delivery.
- Prepares and monitors compliance with the division budget including maintaining financial records of revenue and fees generated by programs, program operational costs, facility revenue and expense schedules, budget projections, and analyses.
- Makes regular written and oral reports or presentations to city staff, community organizations, or other entities.
- Supervises implementation and enforcement of risk management and safety policies, regulations, procedures, and reporting.
- Keeps abreast of current community needs or trends and adjusts program service delivery as needed.
- Inspects and monitors all major programs, services, staff, and facilities on a regular basis to evaluate quality and efficiency of operations, systems, and compliance with operational standards.

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MINIMUM QUALIFICATIONS:

Position requires frequent driving and possession of a valid Florida Class "E" Drivers License.

Bachelors degree in Recreation, Leisure Services or a closely related field. (Masters degree preferred)

At least seven years of progressively responsible experience with an agency whose primary purpose is the delivery of leisure services. Four or more of which should include service in a supervisory role.

Possession of or ability to obtain within six months of employment a valid Aquatic Facility Operators license.

Certified Park and Recreation Professional (CPRP) certification.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the objectives, purposes, philosophy, and implementation of common and uncommon programs and services of a municipal recreation department.
- Ability to effectively plan, schedule, coordinate, promote, and evaluate a wide and diverse range of recreation programs and service delivery techniques.
- Knowledge of and experience with the effective management of multiple personnel to include common human resource requirements, efficiency improvement practices, training and coaching processes, and dynamic leadership techniques.
- Ability to analyze high-level strategic objectives and implement processes and programs that will lead to the successful obtainment of those objectives.
- Familiarity with program budgeting, fiscal management, reporting, and accounting.
- Possession of outstanding written and verbal communication skills.
- Knowledge of and familiarity with many federal, state and local regulations as they pertain to the safe and effective operation of park and recreation programs and facilities.
- Physical ability to actively participate in the delivery of community-wide special events and recreation programs for people of all ages and abilities.
- Ability to prepare and deliver high quality oral and written reports relating to staff performance, financial reporting, program effectiveness, and other departmental functions.
- Advanced knowledge of multiple software applications and their applicability and usefulness to a Parks and Recreation Department.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, running, swimming, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 40 pounds). Prolonged exposure to heat, cold, high humidity, sun, rain and inclement weather.

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The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

H.R. Representative/Supervisor's Name (Print)

Employee Signature

H.R. Representative/Supervisor's Signature

Date

Date