

RECREATION CENTER DIRECTOR
HEALTH AND RECREATION CENTER

GRADE CLASSIFICATION:

Grade: 17
Pay Range: \$60,041 to \$70,000 annually

FLSA: Full Time - Exempt

EMPLOYEE BENEFITS:

Family health and dental insurance plan; life insurance; Custom Benefit Plan; eleven (11) paid holidays; one (1) personal holiday and two (2) weeks vacation per year; and twelve (12) sick days a year..

DESCRIPTION OF BASIC DUTIES:

Responsible for the supervision of all Centre employees. Serves as a role model and effectively hires, trains, coaches, disciplines, and develops employees. Responsible for all marketing and promotion efforts, including corporate and group sales. Responsible for the customer service experience of all Centre users. Responsible for the planning, development and implementation of a variety of partnering opportunities between health, fitness, business and educational enterprises. Oversees, monitors and analyzes all recreation programs and activities in Aquatics, Programs & Fitness and Maintenance to ensure they are being carried out in the most efficient and effective manner. Prepares required financial and statistical reports relating to the management and programming of the facility. Conducts or coordinates investigations of accidents and incidents. Analyzes service charges and cost of service delivery. Responsible for overseeing negotiations of and maintenance contracts with vendors and concessionaires. Responds to customer and public inquires, complaints, and compliments relating to the recreation complex. Meets regularly with the Health & Recreation Center Advisory Committee. Determines methods and courses of action to achieve departmental goals through effective programming and financial performance. Prepares budget with projected expenditures and revenues.

Perform other duties as directed.

SPECIAL QUALIFICATIONS:

Must be a National Recreation & Parks Association (NRPA) Certified Leisure Professional (CLP) or the ability to obtain such within one (1) year. Any type of immunization or medical test that may be required for this position must be adhered.

EDUCATION:

Bachelor's Degree in Business, Facilities Management, Parks & Recreation or related field. Five (5) years of facility management experience preferred. Three (3) years of supervisory experience preferred. Graduate degree in Marketing, Business, or related field preferred. Must possess valid Driver's License. Skills and knowledge of computers is essential.

MENTAL AND PHYSICAL DEMANDS:

Ability to define problems, collect data, establish facts, and draw valid conclusion. Ability to solve problems where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Regularly required to stand, walk, and sit. Must be able to see, speak, and hear. Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move from 50 to 75 pounds.

Full Job Description available at City Hall.