



Tehachapi Valley

Recreation & Park District

RECREATION MANAGER JOB DESCRIPTION

SALARY RANGE

\$67,000 - \$78,000 Annually DOE

POSITION: RECREATION MANAGER
REPORTS TO: DISTRICT MANAGER
SUPERVISES: RECREATION STAFF

CATEGORY: FULL TIME
FLSA STATUS: EXEMPT

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Manager. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

Under general direction of the District Manager, the Recreation Manager plans, organizes and directs a comprehensive community services program to meet the needs of the diverse population within the District. This includes personnel, community relations, grant writing, budget management, and the purchasing of supplies, materials and equipment. Performs other work as required and may work irregular hours, including evenings, weekends, holidays, and be willing to work outdoors in all weather conditions.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

PLANNING & OPERATIONS

Consistently promote a positive, professional image of the District and provide excellent customer service.

Directs on-site supervision and logistics of all programs, activities sports, and events.

Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.

Prepares goals and objectives for community-based classes, programs, events and activities including adult and youth sports; aquatics; excursions; special events; camps and special activity classes.

Represents TVRPD at various community and government agency board meetings.

Expands and provides new programs, classes, events, camps and activities for the community;

Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.

Develops procedures for initiating, supervising, and evaluating activities;

Recommends purchasing and inventory;

Develops marketing strategies and materials to promote programs within budgetary constraints;

Develops yearly brochure and event rack card.

Recruitment of volunteers, coaches, instructors, and sponsors;

Coordinates with other departments for the program registration and facility usage;

Recommends and assists in the development of programmatic policies and procedures.

Meets with the community and neighborhood groups to formulate program ideas.

Monitor the day-to-day operations of youth programs, adult and youth sports, special events, classes and camps to include scheduled site visits, handling and resolving complaints, appropriation of materials and supplies, and formulization and organizing program plans and schedules for District programs.

Monitor employee and volunteer professionalism.

Maintain the TVRPD master calendar, social and digital media.

Maintain inventory of supplies and equipment; distributes supplies and equipment; orders supplies and equipment for recreation and athletic programs.

Actively seeks, establishes and nurtures equitable community partnerships and sponsorships enhancing District revenues.

PERSONNEL

- Conducts orientation, training, and appraisal of performance for subordinates.
- Schedule job assignments for subordinates, part-time, and other employees.
- Recommends to district manager for potential or actual employee performance problems.

EVALUATION

- Conducts evaluation of programs, activities, and subordinate employees.

FISCAL

- Maintains revenue and expense program budgets.
- Prepares and submits detailed unit budgets as required.
- Investigates and prepares approved grant applications and external funding mechanisms.

SAFETY

- Reports accidents & unsafe conditions as they occur.

SAFETY TRAINING REQUIRED

- CPR and First Aid, Defensive Driver Education training, Supervisor's Drug Awareness training, Supervisor's Sexual Harassment training.

OTHER

- Assists department staff as required.
- Ensure proper maintenance and repair of facilities.
- Attends and participates in staff meetings and training sessions.
- Represents their department at management team meetings.
- Provide consistent high-quality service to the community.
- Performs other related duties as assigned.

MANDATORY QUALIFICATIONS

1. Possess a Bachelor's degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of two (2) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance.
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment.
3. Computer proficiency, to include Microsoft Office and recreation registration software.
4. Social and digital media fluency.
5. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months.
6. Possess and maintain a valid Driver's License with a good driving record.

7. Possess a positive attitude, and be a self-starter; and,
8. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. Master's degree in Recreation and Park Administration, Sports Administration or closely related field.
2. Certified Youth Sports Administrator.
3. American Red Cross LGIT and WSIT certified.
4. Statistical and photo editing software skills.
5. Ability to read, write, speak and understand the Spanish language.
6. NRPA and/or CPRS membership is highly desired.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor pool environment; and
 - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/Cal OSHA regulations is required.
- Possible exposure to communicable diseases.

COMPENSATION

- Exempt, Salary: DOE.
- Employment offer contingent on satisfactory SSCI Background check and DMV check.
- Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.
- Employees must complete twelve (12) months of satisfactory probation.

CLASS HISTORY:

Adopted:

Revised: 06/2023