



Job Posting - Recreation Manager

West Bloomfield Parks is looking to fill a full-time Recreation Manager opening. This position oversees youth, teen, adult, senior and family recreation programs and services for WB Parks, working closely with the Wellness & Sports Manager and Naturalist Supervisor to coordinate programming across divisions

This position includes a full benefits package including medical, dental, vision, 401a, flex spending account, vacation time, sick time, and personal business leave.

JOB SUMMARY:

This position leads a team of full and part-time staff and manages the Recreation program budget to meet department financial goals. This position partners with the marketing team to build community awareness of programming and coordinates with facility staff to keep facilities clean, safe and program ready. The Recreation Manager also recruits, develops and supervises Recreation staff and volunteers who support program delivery. Must be professional in appearance and adhere to Commission guidelines, policies and procedures.

HOURS: Full-time 40 hours per week, typical work hours will be 8:00 am-4:30 pm, Monday-Friday. Some evening and weekend work may be required.

QUALIFICATIONS: Bachelor's Degree in Recreation and Parks Administration, or related field, or equivalent combinations of education and experience necessary. Management experience of 2 years or more. Preferred community-based youth, adult or senior program development experience of 1-2 years. Preferred Community Center based work experience. Certified Parks and Recreation Professional (CPRP) certification within one year of hire date.

HOURLY WAGE RANGE: \$30.74 - \$39.96 (Please note this is the range of our seven-step salary scale and your wage will be determined based on experience.)

TO APPLY: Please submit a completed application and resume to:

Attn: Human Resources
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org



Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900



Job Description

Job Title: Recreation Manager

Department: Recreation

FLSA Status: Non - Exempt

Pay Grade: 7

Position Description Summary:

The Recreation Manager oversees youth, teen, adult, senior and family recreation programs and services for WB Parks, working closely with the Wellness & Sports Manager and Naturalist Supervisor to coordinate programming across divisions. This position leads a team of full and part-time staff and manages the Recreation program budget to meet department financial goals. This position partners with the marketing team to build community awareness of programming and coordinates with facility staff to keep facilities clean, safe and program ready. The Recreation Manager also recruits, develops and supervises Recreation staff and volunteers who support program delivery.

Working Hours:

Typical work hours are at least 40 hours per week based on the programming schedule. Some early morning and evening work will be required, along with occasional weekend work.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

OPERATIONS:

- Directs the operation of youth, teen, adult and senior and family programs (ie) social programs, lecture series, enrichment, camps, luncheons, drop-in programs, travel, etc. to provide meaningful interaction among participants while continuously monitoring programs for short and long-term goals and objectives.
- Coordinates the activities of programmers in accordance with best practices, policies and standard operating procedures.
- Attend programming prep meetings, monitor staff scheduling and the supply/equipment plans, as needed.
- Assists and supports seasonal staff management including the hiring of Program Assistant Manager, seasonal day camp staff.
- Establishes rapport with other community organizations providing recreation programming. Represents WB Parks at community events as assigned.
- Creates and implements an annual Instructor recognition program, collaborating with other Managers who oversee other contracted recreation programs.
- Attend operational meetings as requested.

PROGRAMMING/CUSTOMER SATISFACTION:

- Oversees Recreation Programmers and coordinates monthly meetings. Coordinate with other Managers for consideration of nature education and wellness/sports.
- Supports programmers with their planning of social programs, lecture series, enrichment

classes, camps, luncheons, drop-in programs, travel to ensure a variety of quality training, balanced scheduled and at peak life cycle.

- Coordinates contracted instructors with recreation programmers, working to retain existing instructors and seek out new instructors.
- Analyzes program evaluations and staff surveys to improve future programming and continuously evaluates community needs.
- Brings fresh ideas and creative energy to the program line up, keeping a pulse on recreation and enrichment trends and translating them to new programming. Proactively monitors program registration and performance to identify opportunities to grow participation numbers.
- Tracks program cancellation and investigate the underlying causes to make program adjustments. Continues to grow our senior programming with programming team to ensure senior enrichment, travel and social programs are offered year-round.
- Manages the full program lifecycle, sustaining programs that are performing well, year-round, those that are underperforming and discontinuing offerings that are no longer viable. Finds efficiencies, new vendors and incorporates new technology, as applicable.
- Prepares reports and maintains records of program attendance. Makes recommendations on present programs or possibilities of future programs.
- Works closely with Wellness and Sports Manager as well as Naturalist Supervisor.
- Maintains knowledge of youth, adult and family programming trends through contact with other government agencies and colleagues, professional literature and by attending seminars and other educational meetings. Examine new products, procedures and policies, and make recommendations.

STAFF MANAGEMENT:

- Supervises, directly or through subordinates, personnel and volunteers involved in youth, adult or senior program development, implementation and administration.
- Performs various personnel administrative functions for programming staff including hiring, training and conducting performance reviews. Supports staff professional development in regard to program development.
- Leads staff meetings, participates in recreation leadership discussions with other supervisory staff.
- Prepares monthly work schedules and adjusts daily staffing assignments for staff.
- Supports the volunteer program and works with staff on the utilization and management of program volunteers.

FACILITY MANAGEMENT:

- Monitors internal room reservations used for programming.
- Coordinates with recreation programmers to ensure proper maintenance, cleaning and daily upkeep of facilities used. If necessary, concerns should be reported to the Park Superintendent.
- Oversee the proper use of equipment and supplies and contacts appropriate park staff to resolve issues.
- Ensures proper sanitation protocol is followed when blood, vomit or fecal matter is found in the facility.
- Ensure incident reports are completed neatly with accurate and objective information.
- Execute the Emergency Action Plan, alerts administration and/or EMS personnel when

necessary.

BUDGETING:

- Prepares the Recreation budget for the staff the position oversees, based on experience, present needs and future expectations. Budget would be based on actual users and consumption/registration trends.
- Monitors revenues and expenditure throughout the fiscal year for conformity to final budget and works with Programmers to make programming adjustments to meet or exceed budgeted revenue goals.
- Supports the existing sponsorship program and helps execute sponsor relations.
- Performs Recreation purchasing functions for programs, involved in preparing specifications and requisition, ordering equipment, materials, supplies and services needed, maintaining records and preparing reports.
- Creates and timely completes check requests for items related to Recreation.
- Assist Recreation Superintendent with loading Budget Requests for future fiscal years, as assigned.

OTHER:

- Performs a variety of office tasks. Prepares correspondence, answers phones, and assists residents with questions and other office duties.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- Bachelor's Degree in Recreation and Parks Administration, or related field, or equivalent combinations of education and experience necessary.
- Management experience of 2 years or more.
- Preferred community-based youth, adult or senior program development experience of 1-2 years.
- Preferred Community Center based work experience.
- Prior position with increased responsibility related to program or services development and facility management.
- Valid State of Michigan driver's license.
- Certified Parks and Recreation Professional (CPRP) certification within one year of hire date.
- First Aid and CPR Certification within the first six months of hire.

Knowledge, Skills and Abilities:

- Creative and innovative in developing new programming, with the personability and enthusiasm to attract and recruit high-quality class instructors.
- Excellent interpersonal skills to effectively communicate with all levels of staff, establish and maintain good working relationships with coworkers and community members.
- Excellent organizational management skills.
- Strong Microsoft Office Suite product skills.
- Strong typing skills.
- Strong verbal and written communication skills including oral presentations.

- Ability to organize, direct and effectively supervise others. Skills necessary to provide guidance, training, prioritize and review the work of assigned staff.
- Friendly, kind and patient, with the ability to work with customers of all ages and backgrounds.
- Ability to provide courteous and effective service to the public while following policy and procedures.
- Ability to make decisions, demonstrate good judgement when investigating problems, to tactfully handle difficult situations, to seek guidance and direction as necessary.
- Ability to adapt and respond to multiple priorities and demands with varying deadlines.
- Ability to work independently with minimal supervision.
- Ability and knowledge to effectively overall a seasonal camp schedule.
- Ability to read financial reports and spreadsheets.
- Ability to learn and utilize registration software.
- Ability to exhibit regular attendance and timeliness.
- Ability to operate various pieces of office equipment.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment, including computer, large capacity printer, WB Parks' van, broom and other cleaning items, etc.

Physical Demands:

This position is primarily an office position therefore must be able to sit for long periods of time at a computer workstation, typing and making phone calls. Setting up chairs and tables and movement of furniture items will be required. Some field time is required so must be able to stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds, be able to squat and bend over.

This is a safety sensitive position, and drug screenings may be required.

Mental Demands:

While performing the duties of this position, employees are regularly required to use written and oral communication skills, read and interpret data, information and documents, analyze and solve problems, observe and interpret situations, learn and apply new information, and interact with members of the public and WB Parks staff.

Working Conditions:

May be exposed to extreme heat/cold when occasional field time is required. Must be able to work in conditions that may be dirty and/or dusty, long hours, and traveling.

Reporting Relationships:

A person in this position will report to the Recreation Superintendent.

Employee(s) that report to this position:

FT and PT Recreation Programmers (currently approximately five staff) with program focus areas including but not limited to camps, classes and programs including social, enrichment, travel,

contracted, fitness and sports.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Recreation Superintendent Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.