



CITY OF DeBARY, FLORIDA

Employee Job Description

CLASSIFICATION TITLE:	RECREATION MANAGER
DEPARTMENT:	PARKS AND RECREATION
POSITION TYPE:	FULL TIME
HOURS:	40 HRS/WEEK
PAY GRADE:	16
FLSA STATUS:	EXEMPT
REPORTS TO:	PARKS & RECREATION DIRECTOR

GENERAL DESCRIPTION:

Under the direction of Parks & Recreation Director, this position manages the daily operations of the Recreation Department to ensure proper planning, budgeting, development, coordination, implementation, and evaluation of the City's athletics, recreation programs, contracted programs, camps, special events, facility rentals and related services. Due to the nature of the work performed, night, weekend and holiday hours are required to meet the needs of recreation programs and events.

EXAMPLES OF WORK PERFORMED:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Responsible for the overall leadership and management of the recreation programs, facility operations, events and services.
- Manages the preparation, tracking, and administration of the recreation program and special event budget.
- Provides leadership and direction to program staff and volunteers through establishment of direction, feedback, coaching, and employee development.
- Coordinates all youth and adult recreation sports programs to include budgeting, development and administration of rosters/schedules/tournaments, purchasing supplies and equipment, scheduling and site management.
- Coordinates special events to include planning meetings, managing budgets, equipment and supply purchasing, coordination, logistics, and site management.
- Coordinates Summer Camp to include planning, coordination of field trips, hiring and training staff, purchasing supplies and equipment and supervision on site.
- Oversees facility rentals at Town Hall including scheduling, staffing, facility maintenance and cleanliness, booking, and issuing permits.
- Oversees the scheduling and booking of athletics fields and pavilions.
- Oversees the special event permitting process.
- Prepares and manages contracts for program instructors and referee associations.



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- Serves as the department liaison for contracted programs and community groups.
- Assists in the capital project planning, budgeting, and purchasing process.
- Assists in managing the promotional efforts and appropriate marketing strategies to include but not limited to promotional collateral, flyers, brochures, media releases, social media, and graphic design.
- Performs other related duties and functions as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Bachelor's degree in Parks and Recreation Administration, Business, Public Administration, or a related field from an accredited college or university and three (3) years related experience and/or training; or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES:

This position regularly supervises 10 to 15 employees in conjunction with assignments listed above. This supervision does vary based on the nature of the assignment and the time of year.

SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrated leadership and supervisory experience.
- Knowledge of recreation program delivery processes to include program development implementation and evaluation principles and methods.
- Ability to create and manage budgets.
- Excellent written and verbal communication skills with the ability to speak in front of large groups, staff, and elected officials.
- Ability to write reports, policies, and procedure manuals.
- Advanced skills in athletics administration to include rule and policy formulation, officiating, and operations.
- Skills in developing and implementing marketing strategies for programs and events.
- Advanced knowledge in Microsoft office products, specifically Publisher, Excel, and PowerPoint.
- Graphic design skills to create flyers, brochures, and newsletters.
- Computer skills and understanding of computer software use with application associated with programming.
- Knowledge of industry trends related to specific program and event areas



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CERTIFICATES, LICENSES, REGISTRATIONS:

Certified Parks and Recreation Professional credential preferred but not required. Several certifications for incumbents from various professional associations may be helpful in the execution and management of those stated in basic duties and assignments. Possession of and ability to maintain a valid State of Florida Driver's License is required.

ADA REQUIREMENTS:

Physical Ability: The physical demands and work environment 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 use hands to finger, handle, or feel objects, tools, or controls and talks or hears. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must lift and /or move up to 25 pounds by self, lift and/or move up to 100 pounds with assistance from another person. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors: While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.