

FARMINGTON CITY

Job Description

Title: Gym Manager/Recreation Coordinator/Supervisor	Revised: September 2015
Department: Parks & Recreation	Pay Grade 14
	Effective Date: October 2015

GENERAL PURPOSE

Performs a variety of general administrative, and first-line supervisory duties as needed to organize and coordinate the day-to-day maintenance, operations and services of the City's Gym facility. Performs work related to planning, coordinating and conducting a variety of recreation programs such as adult and youth sports and contract classes.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises, schedules, trains, and evaluates Gym Staff and other full-time and part-time seasonal staff members and youth and adult volunteers.

ESSENTIAL FUNCTIONS

Plans, develops and implements recreation programs and services; and gym facility programs; creates schedules for recreation programs of gym activities and instructions for all age groups; develops services and programs to assist community groups, schools, boy scouts etc.

Monitors gym facility operations to assure compliance of safety guidelines; assures proper training of personnel for operations; monitors gym facility safety practices; assures overall quality of gym maintenance.

Recommends and implements gym facility policies and procedures related to patron use, fees, safety, etc.; implements gym management control plans as needed to minimize risk and liability; monitors compliance.

Responsible for the hiring of gym staff; monitors and evaluates employee performance for (seasonal) staff and other Recreation seasonal employees as assigned; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts regular meetings; coordinates participation in on-site training for gym staff and for other staff as needed to assure technical competency of staff and instructors; makes decisions affecting job retention, advancement and discipline.

Assists in the preparation of annual budget recommendations related to general gym facility maintenance and personnel needs; as well as for other recreational programs; monitors gym and recreation expenditures to assure conformance to established fiscal program.

Maintains proper inventory of gym office and operation supplies (i.e. first aid, custodial equipment, etc.) as well as for other recreational programs and facilities.

Maintains record of all income and expenditures; monitors proper handling of cash receipts; records work hours, submits time sheets; develops and prepares reports as needed to apprise city management of facility status and accomplishments; manages daily revenues and prepares deposits for gym operations as well as other recreation facilities.

Prepares and presents written and oral information to supervisors/managers, program participants, school officials and community groups regarding program services and events and his or her director. Coordinates and evaluates various recreation programs with other agencies to establish cooperative efforts and facilitate services.

Provides immediate supervision over recreation activities for full time, seasonal, temporary or volunteer personnel; oversee coaches, activity specialists, site supervisors and officiators and conducts training as needed; may officiate or referee games to assist in the program.

Schedules leagues, programs and events, manages the annual and seasonal calendar to assure time lines of program starting dates and conclusions; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.

Provides effective customer service in a courteous and helpful manner. Handles complaints from coaches, participants, organizations, negotiates to achieve solutions which better the recreation programs.

Works a variety of hours as needed to handle programming areas, facilities and to provide service to customers.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from college with a bachelor's degree in recreation management (preferably from a NRPA accredited program), youth recreation leadership, physical education or some other related field;

OR

- B. Four (4) years of recreation programming, physical education teaching, or related experience. Management of a gym or recreation facility is preferred.

OR

- C. An equivalent combination of education or experience

2. Knowledge, Skills, and Abilities:

Working knowledge of the rules and regulations of a variety of recreational activities; Knowledge of the basic principles and practices of recreation administration. Strong organizational skills and attention to detail. Computer skills and knowledge of Microsoft Office.

Ability to communicate effectively both verbally and in writing; to respond to inquiries in a timely manner; to handle multiple priorities and demands for programs and facilities; respond in a courteous and professional manner with both internal and external customers; plan, develop, implement, prepare, and effectively present information; work independently and prioritize work assignments; strong organizational, supervisory, planning, programming and technology skills.

3. Special Qualifications:

Certified in first-aid and CPR
Valid Driver's License

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing essential to effective performance of essential functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and creative problem solving. Frequent local travel required in normal course of job performance.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing a blood and urine test to screen for the presence of drugs and alcohol.