

CITY OF CARSON

Title: RECREATION PROGRAM MANAGER

Job Summary:

Plans, organizes, directs, evaluates, diversified programs at city park facilities, boxing center, swimming pools, veterans sports complex, kids club, youth and adult sports; which are staffed by professional and technical subordinates to ensure a well-balanced recreational program is presented at each facility meeting the basic needs of the surrounding community.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plan, organize, manage, evaluate, staff and direct a variety of recreational programs at 12 park facilities, boxing center, veterans sports complex, swimming pools, kids club, youth and adult sports (classes, day camps, sports and special events).
2. Establish program standards.
3. Oversee the scheduling and coordination of facilities and equipment for general public usage.
4. Advise special interest groups and individuals with technical assistance and resources in community programs.
5. Coordinate facility maintenance.
6. Plan, organize, direct, monitor, analyze and control a section budget and financial expenditures amounting to 200,000 each section.
7. Plan, organize, direct, monitor, analyze, control and generate annual revenue.
8. Prepare and review reports and other correspondence, prepare city council, parks and recreation commission reports, and review and approve other correspondence as necessary.
9. Training and supervising and evaluating full and part-time staff assigned to various facilities and programs.
10. Evaluate staff, programs and facilities and formulate any appropriate recommendations.
11. Attend meetings with the director of recreation and community services; attend staff meetings with the recreation services manager; hold meetings with recreational center directors; attend meetings with commissions and council; attend meetings with other departments; safety comm. meetings, as well as community organizations and professional organizations.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Equivalent to a Bachelors degree in recreation or public administration and two (2) years of full time experience in park operations, programming and sports.

Knowledge of:

- . Recreation programs.
- . Program planning.
- . Adult and children's programs.
- . Individual and team sports.
- . Community interests and needs.
- . Basic budgeting and bookkeeping.

Skill and Ability to:

- . Plan programs.
- . Establish and maintain cooperative working relationships with others.
- . Train and supervise others.
- . Evaluate programs and facilities.
- . Prepare reports and make presentations.

License and Certificate:

Possession of a valid California driver's license.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform work which involves the frequent lifting, pushing and/or pulling which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- . Is subject to inside and outside environmental conditions.
- . May be required to use personal vehicle in the course of employment.
- . May be required to work evenings or weekends.