

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 1 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Recreation Manager
Class Number:	53121	Class Title:	Recreation Manager
Dept./Div.:	Recreation	Employment Status:	Full-time
Reports to:	Director of Recreation	FLSA Status; Pay:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professional
DOT (closest applicable number): 187.167-230			

PURPOSE: Oversees day-to-day operations of fitness center, group fitness studio & gymnasiums, manages and oversees recreation programming, including fitness, athletics, classes & special events with the purpose of improving leisure opportunities for residents and patrons. Assists with the management of all recreational facilities.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; bachelor's degree in recreation management, exercise science, sports management, kinesiology, or other related field; three (3) to five (5) years of relevant work experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have the ability to obtain First Aid/CPR and AED certification no later than the first available training session after hire; must have the ability to obtain NYSCA Trainer certification within six months; must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Fitness equipment, hand tools, vehicles, cellular phone, two-way radio, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); exposed to possible injury from bodily fluids, hazardous waste, unclean or unsanitary conditions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; works rotating shifts; occasionally lifts objects 85 lbs or less; occasionally carries objects 85 lbs or less; occasionally pushes objects 40 lbs or less; occasionally pulls objects 40 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

40% (1) Supervises part-time, seasonal and contractual staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends and adjusts

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 11/2019

Dublin, Ohio 43016

{7/14/2011 PDGRPCI00092272.DOC}

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 2 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Recreation Manager
Class Number:	53121	Class Title:	Recreation Manager
Dept./Div.:	Recreation	Employment Status:	Full-time
Reports to:	Director of Recreation	FLSA Status; Pay:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professional
DOT (closest applicable number): 187.167-230			

pay assignments, evaluates performance, receives grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops policy, recommends policy changes, has access to other employees' personnel files, etc.); prepares and submits payroll.

- 30% (2) Plans, coordinates, organizes, oversees, schedules, cancels, assigns, and implements recreation programs (including fitness, athletics, classes & special events); ; oversees the fitness center, group fitness studio & gymnasiums, center, group, track, schedules use of gyms, athletic fields, tennis courts & group fitness studio; registers participants; evaluates and revises programs.
- 20% (3) Hires and directs contractual staff (e.g., referees, timekeepers, fitness instructors, personal trainers, etc.); negotiates contracts for contractual staff; monitors contract expenditures; processes invoices for contractual staff; ensures services are delivered; inventories, inspects and maintains fitness equipment.
- 10% (4) Prepares and proposes annual budget; monitors budget; provides ongoing financial activity, attendance information, and reports; prepares purchase orders and requisitions for all equipment, supplies, and facilities needs; accurately prepares budget-related documents as necessary for administration and council; develops and conducts in-service training programs designed to improve technical skills, communication skills & customer service.
- 5% (5) Enforces rules and regulations and security policies; addresses patron complaints; provides outstanding customer service; promotes the services the Municipality has to offer.
- (6) Maintains contact with vendors, contractors, customers, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions; processes athletic field and tennis court reservations.
- (7) Prepares promotional materials (e.g., newspaper ads, press releases, posters, flyers, etc.); prepares agendas for staff meetings/trainings.
- (8) Works Manager-On-Duty shifts; works a variety of shifts, including weekends and holidays.
- (9) Performs a wide variety of miscellaneous duties, such as answering phones, providing facility tours & equipment orientations, cleaning, making minor repairs, taking photos, picking up supplies & equipment, practicing continual learning through individual study, classroom training, seminars & conferences.
- (10) Maintains required licensure and certification.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 11/2019

Dublin, Ohio 43016

{7/14/2011 PDGRPCI00092272.DOC}

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 3 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Recreation Manager
Class Number:	53121	Class Title:	Recreation Manager
Dept./Div.:	Recreation	Employment Status:	Full-time
Reports to:	Director of Recreation	FLSA Status; Pay:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professional
DOT (closest applicable number):	187.167-230		

(11) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(12) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(13) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: recreation programming & special events; bookkeeping; budgeting; inventory control; purchasing; interviewing; *municipal goals and objectives; *municipal policies and procedures; *government structure and process; workplace safety practices and procedures; recreation facility certification/licensure requirements; emergency medical care procedures; first aid and C.P.R. practice; public relations; media relations; *community resources and services; promotion and marketing; *office practices and procedures; English grammar and spelling; supervisory principles and practices; manpower planning; office management; project management; *local geographical area; program development and implementation; facility operations; equipment maintenance and repair; exercise equipment; records management; employee training and development; two-way radio operations; proper lifting techniques; athletic field maintenance; fitness center operations; risk management; gymnasium operations; surveys and needs assessments; trends in the field; bid documents, requests for proposals and contracts; security; personnel rules; athletic league and tournament scheduling; fitness testing; personal trainer certifications; *rules and regulations.

Skill in: recreation programming & special events: management, leadership & performance evaluation; conflict resolution; customer service; risk management; communication; data entry; computer operations; use of modern office equipment; operation of hand tools; fitness equipment operation.

Ability to: coordinate recreation programs & special events; interpret a variety of instructions in written, oral, picture, or schedule form; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; work alone on most tasks; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 11/2019

Dublin, Ohio 43016

{7/14/2011 PDGRPCI00092272.DOC}

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 4 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Recreation Manager
Class Number:	53121	Class Title:	Recreation Manager
Dept./Div.:	Recreation	Employment Status:	Full-time
Reports to:	Director of Recreation	FLSA Status; Pay:	Exempt
Normal Hours:	Varies	EEO Status:	02 – Professional
DOT (closest applicable number): 187.167-230			

general public; develop and maintain effective working relationships; resolve complaints; work in both indoor and outdoor environments, and being exposed to varying and extreme weather conditions; provide outstanding customer service; conduct effective interviews; perform light labor for extended periods of time in often adverse conditions; respond to emergency situations; carry out instructions; to work under stressful conditions; travel to and gain access to work site; work all types of hours.

POSITIONS DIRECTLY SUPERVISED:

Recreation Leader I, Recreation Leader II, Facility Supervisors, Program Supervisors, Recreation Coordinator and other part-time/seasonal staff when working as Manager-On-Duty.

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)