



CLASSIFICATION	10
RANGE	\$44,052 – \$66,078
FLSA	EXEMPT
NOTICE REQUIREMENT	30-DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	YES

Recreation Manager

Job Summary:

The Recreation Manager performs administrative, supervisory, and physical duties to plan, organize, and carry out recreational programs, activities, and special events for children, youth, adults and seniors. The position has oversight of and is responsible for promotion of the BOCO Transit program. Personnel in this position may be subject to varying hours of work, as necessary, including nights and weekends.

Key Responsibilities/Essential Functions:

- Promotes the vision, mission and values of Botetourt County.
- Responsible for developing daily, weekly, monthly, and yearly work schedules for staff
- Assist with budget planning and management.
- Maintains financial records, including revenue and fees generated by all programs, operational costs and expense schedules.
- Manages the planning, development, coordination, implementation, evaluation and promotion of recreation programs including youth and adult sports leagues, children's programs, senior activities and special events.
- Supervises program and facility staff members, including scheduling, training, performance evaluations and management and participates in hiring and disciplinary processes.
- Develops, recommends and implements technical and operational procedures and systems to achieve improved economy and efficiency.
- Negotiates, as directed, and monitors vendor and concession contracts and operations.
- Manages the implementation and enforcement of risk management and safety policies, regulations, and procedures.
- Makes periodic written and oral reports, including budget updates and projections, and special reports to community groups and boards.
- Performs work in a safe manner and reports unsafe activity and conditions.
- Ensures coaches, officials, trainers, instructors and other providers are qualified for successful program delivery.
- Schedules and coordinates program activities with other County departments, agencies and other localities.
- Performs other related duties as assigned.

Job Requirements:

- Any combination of education and experience equivalent to a Bachelor's Degree in parks and recreation administration, physical education, leisure services, or related field and minimum of five years' experience working in the field of recreation that includes youth and adult athletic leagues, special events, and senior activities and a minimum of three years supervisory and management experience including personnel management, budgeting and program management.
- Demonstrated inventory control, logistics and performance measurement experience.
- Must have excellent oral and written communication skills with demonstrated ability to prepare and present reports on operations, activities and statistical data.

- Ability to foster a positive work environment and build and maintain effective relationships with the department staff, County Officials, school staff, Recreation Advisory Commission, Booster Clubs, businesses, community organizations, volunteers, and the public.
- Demonstrated track record promoting and facilitating active lifestyles through public recreation programming, activities and events.
- Experience developing fundraising campaigns and sponsorships preferred.
- Proficiency using a computer for communication, scheduling, record keeping, financials, and performance measurement.
- Ability to appropriately interpret and apply department policies and all applicable federal, state and local safety rules, regulations and policies.
- Possession of a current driver's license valid in the Commonwealth of Virginia, and have and maintain a good driving record during employment.

Physical Demands/Special Work Environment:

- Must be able to remain in stationary position for up to 50% percent of the time.
- The person in this position frequently moves equipment, tools, maintenance items weighing up to 50 pounds.
- May operate, position and/or inspect maintenance machinery and tools.
- The person in this position frequently is required to traverse across uneven grounds; sports fields; indoor areas; small spaces such as bathroom stalls and concession stands; and wet, snow or ice covered walkways.
- The person in this position frequently communicates and exchanges information with colleagues and subordinates who need detailed instructions on work assignments. Must be able to exchange accurate information in these situations.
- Requires accurate use and precise perception and judgement for: safe use of measuring devices; operation of machinery and equipment; operation of motor vehicles; and the general observation of surroundings and activities for the safety of individuals, staff and the general public.
- Frequently works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.

Reports to: Director of Recreation

Supervisory Responsibility: Department Staff

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date