



Job Announcement

Recreation Services Manager - Aquatics, Special Interest, Special Events & Marketing

GENERAL SUMMARY:

The Recreation Services Manager is responsible for the day-to-day operations of the Aquatics Division and will work within other areas of Recreation Division throughout the year. This includes the management of the District's swimming pools, programs, and budgets for the Aquatics Division. Additionally, under the general guidance of the Recreation and Community Services Superintendent, they are responsible for the development and implementation of standards and procedures and establish general direction, goals, and priorities. Finally, they also direct division personnel and budget, makes recommendations for division, presents oral and written reports, and operates computer systems.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- Equivalent to the graduation from an accredited four-year college or university with major course work in public recreation planning and administration, leisure management or a closely related field;
AND
- Completion of formal education and specialized training Pool Operation, Red Cross First Aid, CPR, AED and Water Safety Instructor and/or Lifeguard Instructor. Certification as a Certified Pool Operator or Aquatics Facility Operator, O2 and T22 or the ability to obtain within 6 months
AND
- A minimum of 5 years' of increasingly responsible experience in the Aquatics Management, budgeting, and staffing, which includes two (2) years in a management or supervisory position. Experience should demonstrate the ability to manage and supervise people.
- Knowledge of:
 - principles, methods, and practices of management and aquatics
 - facilities, equipment, and up-to-date technology
 - principles of effective program planning, development, scheduling, administration, and evaluation
 - principles and practices related to the development of recreation programs on a cost effective, revenue generating basis
 - public relations practices and procedures to gain support from public and private organizations
 - principles and practices of marketing advertising, promotions, and customer service
 - principles and methods of effective team building
 - management and supervision



- public administration principles and practices
- pertinent federal, state, and local regulations
- budget procedures and practices regarding all costs including staff payroll
- computer applications including word processing, spreadsheet, database, websites, and related programs
- responsible for representing the District in the development of social media campaigns, the District Programs Guide, flyers, and other marketing materials to promote designated recreation programs
- Ability to:
 - administer a comprehensive aquatics program
 - plan, organize, schedule, direct and supervise an assigned area of the District's recreation programs and services
 - recruit, select, train, supervise, motivate, and evaluate program staff
 - analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action
 - develop and manage a complex budget under the guidance of a Recreation and Community Services Superintendent
 - communicate effectively both orally and in writing, and make public presentations
 - respond to requests for information relative to District recreation programs and services and related policies, procedures, schedules, fees, and independently resolves customer complaints and issues
 - exercise independent judgment within general policy guidelines
 - establish and maintain effective working relationships with those encountered in the course of work – Board, participants, staff, public, and outside agencies
- Must have a valid California Driver's License and driving record must comply with District driving standards.
- Must be willing to work outdoors in all weather conditions, including nights, weekends, or holidays.
- May chair and/or participate on special committees; and may perform special projects as assigned and other job-related duties as required.

SALARY RANGE:

The competitive salary range for this full-time, exempt position is \$77,696.82 to \$94,440.97. The full-time benefits package includes:

Medical/Dental/Vision insurance for employee and dependents

Retirement plan

Paid vacation and sick days

Paid administrative days

13 paid holidays per year

Group life insurance

Ongoing learning and professional development



Phone allowance
Mileage allowance

Application Deadline:

Applications will be accepted until the position is filled. If interested, please apply, and submit a resume through the District Website:

<https://sunriseparks.workbrightats.com/jobs/>