

## **Recreation Specialist**

### **Nature and Scope of Work:**

This person is under the supervision of the Executive Director and works directly with the Recreation Supervisor, Aquatics/Fitness Supervisor, Office Manager, Maintenance Supervisor, Executive Housekeeper and Sports Director. This individual's responsibilities will be to implement recreation, aquatic and fitness programs, assist with sports leagues, special event coordination and administer specific center policies. This individual will act as the manager-on-duty from open to close in the absence of the Executive Director, Sports Director, Recreation Supervisor and Aquatics/Fitness Supervisor. This individual may also assist the Maintenance Department in preparing the facility and athletic fields for recreation programs and will monitor the facility's operations and assist with facility maintenance needs.

### **Essential Job Functions:**

1. Assist in the management of a broad range of recreation, aquatic and fitness programs, leagues and services. Evaluate programs and staff effectiveness, as well as customer satisfaction and relay information back to the Recreation Supervisor, Aquatic/Fitness Supervisor and Sports Director.
2. Respond to patron needs and rule compliance on site, resolving discrepancies while maintaining great customer service. Ensure a safe and secure building environment for staff and participants.
3. Assist with day to day operations as needed including availability to open and close buildings.
4. Answering telephone calls and greeting visitors, providing information and assistance, registering participants. Processing memberships, tracking memberships and making appropriate changes. Receiving payments, preparing deposits, processing refunds and cancellation requests along with reconciling daily cash reports.
5. Assist with custodial and maintenance duties as assigned and as necessary.
6. Prepare athletic fields and facility for classes, leagues, programs, athletic and special events. Including, but not limited to, set up and tear of equipment and materials.
7. Assist supervisors in directing instructor staff and assist in conducting staff audits, developing performance standards and determine necessary operation controls. Also, assistance in supervising staff along with referees, officials and other supplemental programming staff.
8. Plan, develop, market and implement any additional programs, classes or special events as needed or directed.
9. Assist in scheduling and coordinating all rentals and scheduling on campus.
10. Perform other duties as assigned.

### **Knowledge and Skills:**

Knowledge of principles and practices associated with recreation and special event programming, marketing, maintenance and operation of a recreation facility, working knowledge of personnel management, contract management, grounds and facility management and computer registration software. Experience with Adobe software such as, Photoshop, Illustrator and InDesign along with Canva and/or other flyer/registration making software. Updating websites and a variety of experience with social media is preferred. Must be able to adeptly handle multiple priorities, problems and demanding situations. Possess strong written and oral communication skills along with planning and organizational skills and be knowledgeable of current trends and resources. Be able to look toward the future, while dealing with the demands of the present. Be creative and proactive while possessing a strong customer service orientation and being a team player.

### **Physical and Mental Requirements:**

Most work is performed indoors at the Community Center; a portion of your time may be outdoors at the waterpark and there may be times when it will be necessary to be outside for extended periods of time while programs or events are taking place. Must be able to bend, kneel, stoop, reach, and lift. Must be able to stand for extended periods of time and sit at a desk up to fifty percent of the day in a busy, close office environment where noise and interruptions prevail. May be required to move tables, chairs, cabinets, equipment, supplies, etc. to a maximum of 100 pounds. Must be able to work with potentially dangerous chemicals and equipment. Requires alertness, precision, memory, concentration, judgment, patience, problem solving, and initiative. Must be quality minded, safety conscious, people and service oriented, a team player and self-starter.

### **Minimum Qualifications:**

Bachelor's Degree in Parks & Recreation, Administration, Facility Management, Sport Management or a closely related field strongly preferred. Experience in all aspects of a year round recreation center, parks & recreation department, waterpark or reliable customer service position. Must be willing to work early mornings, evenings, weekends, and some holidays.

### **Salary and Benefits:**

Full-Time (32-40 weekly hours) Starting pay scale: \$15-\$17 per hour dependent upon qualifications and experience.

Full benefits package including health insurance, life insurance, Missouri LAGERS pension, Missouri CERF retirement, paid sick time, paid personal time, paid holidays, and paid vacation as well as optional supplemental insurance.

**FOR QUESTIONS OR TO APPLY PLEASE EMAIL RESUME TO BRAD ARNOLD – BARNOLD@SGCCC.COM**