



<b>Job Title:</b>	Recreation Office Manager
<b>Schedule:</b>	Full Time
<b>Salary/Hourly:</b>	Hourly
<b>Dept:</b>	Recreation
<b>Reports to:</b>	Director of Recreation

### **Summary:**

The Recreation Office Manager, under the general direction of the Director of Recreation, is responsible for various administrative and facility operations duties in the city of Norwood. Performs supervisory and administrative work in the operation of the recreation center primarily but also in parks. Includes recruiting, supervising and training recreation personnel and volunteers.

**Essential Duties and Responsibilities** include the following;

- Manages memberships, classes, programs and events at the recreation center. Collects payment and staffs the facility, programs, and events.
- Formulates and provides the rules and regulations for use of the recreation center and enforces adherence to those rules and regulations
- Selects, trains, supervises, and evaluates part-time/seasonal staff and temporary staff, officials, coaches, instructors, and volunteers.
- Manages registration of participants as well as cancellations of recreation center programs or events. Coordinates coaches, event staff, instructors, volunteers and others as required to ensure a successful event or program.
- Secures, schedules, and prepares rental space in the recreation center.
- Point person for the online recreation software and updates the software with programs and events as well as train staff or 3<sup>rd</sup> parties on how to properly use the software.
- Prepares promotional information for distribution.
- Makes recommendations that impact the budget as well as manages recreation center budget.
- Accepts, receives, and/or collects payments. Ensures proper balancing of cash with written receipts and daily collection report.
- Prepares various recreation reports and performance data.
- Ensures facility operations are running smoothly and schedules routine maintenance as well as recommends improvements.
- Performs inventory of building assets.



<b>Job Title:</b>	Recreation Office Manager
<b>Schedule:</b>	Full Time
<b>Salary/Hourly:</b>	Hourly
<b>Dept:</b>	Recreation
<b>Reports to:</b>	Director of Recreation

- Performs various administrative functions, including typing, copying, and filing documents. Assists in answering telephone and greeting visitors and guests, providing information and assistance, taking and recording messages and complaints, scheduling appointments, and/or transferring/directing to appropriate individual or department.
- Participates in local, state, and national organizations related to job
- Performs other related duties as assigned.

**Competency:**

- Strong organizational skills and able to manage multiple activities simultaneously.
- Excellent written and oral communication skills
- Collaborative nature and community driven
- Proficient with Microsoft Office applications include Outlook, Word, Excel & Publisher as well as online software programs
- Experience in facility or office management
- Effective decision-making and critical thinking
- Knowledge of emergency procedures, First Aid and CPR
- Understanding of coaching theory and practice as well as officiating
- Experience with hiring, training new employees and managing a staff
- Ability to operate various office equipment, including computer, printer, copier, fax machine, calculator and telephone
- Ability to occasionally work extended, evening and/or weekend hours as well as holidays

**Qualifications & Requirements:** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Sport Management, Public Administration, or a related field. Minimum of one year experience in recreation or office management.

**Supervisory Responsibilities:** Supervises part-time staff and volunteers.

**Work Conditions and Physical Demands:** Ability to work in a variety of environments. Work can be indoors in an office with computers, phones, copier, fax machine, etc. or in a recreational facility or outside at park in all weather elements. Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of forces frequently, and/or up to 10 pounds of force regularly to move objects. Requires the use of fingers, balancing, climbing, crawling, crouching, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, stooping, talking, visual acuity, and walking. Must be able to work flexible hours that include evenings and weekends.