



City of Ames
Recreation Manager-Youth and Adult Activities

SALARY	\$32.90 - \$47.50 Hourly \$68,432.00 - \$98,800.00 Annually	LOCATION	515 Clark Avenue, Ames, IA, 50010, IA
JOB TYPE	Full-Time	JOB NUMBER	25-3201-02
DEPARTMENT	Parks & Recreation	DIVISION	Parks & Recreation Seasonal
OPENING DATE	05/23/2026	CLOSING DATE	6/7/2026 5:00 PM Central
FLSA	Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the direction of the Recreation Superintendent; develops, delivers, and implements a variety of recreation activities and sport leagues for people of all ages and abilities; provides on-site supervision during recreation program operation; assists with the daily operation of various Park and Recreation Department facilities as assigned.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that

submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$83,616 annually.

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#).

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#).

Examples of Essential Job Functions

Examples of Essential Job Functions: Under the supervision of the Recreation Superintendent, assist in the delivery of recreation programs, services, and facilities. Implements and/or coordinates recreation programs; evaluates recreation programs through participant and employee evaluations. Hires, trains, schedules, and provides work direction to temporary staff and volunteers; serves as primary communicator between temporary staff in the field, program participants, facility users and the Recreation Superintendent; responsible for being on-site during programs and making on-site decisions as necessary; acts in the absence of temporary Recreation staff; greets public; handles concerns; answers questions; anticipates services needed and makes needed arrangements for services; communicates rules of conduct. Follows and recommends policies, procedures, standards for programs, safety, and fiscal control. Assists with cash and inventory control; purchases supplies and inventory; monitors expenditures within assigned budget; recommends budget items; performs housekeeping, routine maintenance and program support; participates in cross-functional groups; prepares and disseminates promotional materials; maintains necessary records and submits required reports; responds to calls of an emergency nature after hours; direct the work of the Recreation Coordinator as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: May lead, instruct or officiate activities as needed; performs related work to support the organization; monitors general condition of facility and responds to any defects or damages.

Qualifications

Education and Experience: Requires a Bachelor's degree in recreation, sports management, or related field and one year of experience in a recreation environment. An equivalent combination of education and experience may be considered. Experience within programming youth and adult sport leagues and activities preferred.

Licenses and Certificates: Possession of a valid driver's license is required. Ability to obtain CPR/AED certifications upon hire.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: General knowledge of recreation programming and facility operations; awareness of skills, rules and procedures related to various recreation activities, athletic programs, instructional classes and special events; knowledge of CPR, first aid and general safety practices. Some knowledge of machinery associated with assigned duties. Knowledge of customer service principles and practices; proficiency with PC's and computer software applications; knowledge of the principles and practices of supervision.

Skill in leading and instructing participants of all ages in recreation programs; excellent interpersonal skills, excellent oral and written communication skills, problem solving and leadership skills. Skill in planning, training, supervising, and evaluating the work of subordinate staff.

Ability to plan, set up, and conduct recreation programs. Ability to officiate and/or coordinate the officiating of sports leagues. Ability to take initiative and work with little direct supervision; ability to work independently and in a teaming environment; ability to establish and maintain effective working relationships; ability to prepare and maintain accurate records; ability to estimate supplies and equipment for facility/program operation; ability to plan and supervise the work of subordinates.

Supplemental Information

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, talking and hearing.

General Physical Characteristics: The work involves intermittent periods of standing and sitting with sitting 50% of the time (includes using a computer); standing (but not walking) 25% of the time; standing and walking 25% of the time; frequently lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds; infrequently lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, operation of machines (including inspection), and measurement devices.

Environmental Conditions: The work is performed both inside and outside. Some exposure to extreme heat, wet and/or humid conditions, dirt/dust, and other environmental conditions.

Equipment Essential to the Job: Car, calculator, computer and related software, personnel policies manual, recreation equipment, telephone, audiovisual equipment, fax, copy machine, and minor hand tools. May also include ice resurfer and skate sharpener.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting and tour; and completion of reference checks, motor vehicle check, and a criminal

background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

****Preference may be given to applicants possessing qualifications above the minimum.****

Veteran's Preference Points

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

Depending on the number of qualified candidates, the City may forego phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

***QUESTION 1**

Please indicate your highest level of education completed.

- Master's Degree
- Bachelor's Degree
- High School/GED

***QUESTION 2**

How many years of experience do you have working in a recreation setting, particularly with youth and adult sports leagues and activities? Please describe your experience managing recreational programs, including the types of programs overseen, approximate participation numbers, and your specific role and responsibilities. What sports do you have experience officiating?

***QUESTION 3**

What is your approach and experience in training, leading, and evaluating recreation staff, officials, or volunteers?

***QUESTION 4**

Why do you want to be the Recreation Manager of Youth and Adult Activities for the City of Ames?

* Required Question