

City of Pontiac
Youth Recreation Manager

FLSA: Administrative exemption

Summary: An incumbent in this position is responsible for organizing, planning, coordinating, and conducting recreational and leisure activities for youth recreation centers.

Supervision

Supervision Received: Works independently under the broad general supervision of the DPW Director

Supervision Given: Will supervise recreation center staff.

Job Environment

- The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- When representing the City at events outside of the office, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position:

- Develop, organize, promote and implement youth recreation programs.
- Develop and enforce recreation rules and regulations.
- Prepare reports and schedules for events.
- Prepare schedule for part-time staff and volunteers.
- Plan a variety of activities catering to different groups and varying degrees of participant skills.
- Monitor programs and rearrange as necessary.
- Responsible for opening and closing the facility.
- Assist in general upkeep of the facility.

Typical Assignments

Administration

- Supervise center staff and volunteers.
- Compile presentations and status reports

Communication

- Promote activities offered at the recreation center.
- Establish and maintain relationships with various groups, participants and the public.
- Establish and Maintain relationships with other youth organizations.
- Facilitate and coordinates communication between the DPW Director, Mayor and City Council.
- Serves as a liaison between the City Hall and constituents.

Research

- Develop and maintain safety policies and procedures for all programs.
- Develop a system to determine programs desired by residents and youth and the most efficient way to implement them.

Public Relations

- Represent the City at legislative and community events.
- Prepare news articles, newsletters, press releases and speeches.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's Degree in Recreation Management, or related field; three years of experience in youth development; or any combination of education and experience to demonstrate knowledge, skill and abilities required for the position; strong preference for candidates with demonstrated success in designing and implementing new youth programs. Demonstrated experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work; valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

Knowledge, Ability, and Skill:

Knowledge:

- Familiarity with legislative, administrative, and judicial systems.
- Familiarity with the organizational structure and operations of the City.
- Strong knowledge of recreation activities, equipment and materials.
- Strong knowledge of implementing recreational programs.
- Some knowledge of training and supervisory techniques.
- Some knowledge of employee policies and procedures.
- Working knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.
- Working knowledge of various elements of programs such as, arts & crafts, sports, ad games, dramatics, music, hobbies, clubs, dance and special features.

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to research and analyze relevant constituent issues.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.

- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to type to meet standards in giving out information and referring callers.
- Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.
- Ability to direct, review, and evaluate the work of other employees or volunteers, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

Skills:

- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds, frequently lift items up to 25 pounds, and occasionally lift or move items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Pontiac is an Equal Opportunity Employer