

RECREATION CENTERS MANAGER

PURPOSE AND NATURE OF WORK

Position is primarily responsible for developing, implementing and evaluating new and existing programs for recreation and senior centers. Incumbent works extensively with public leaders and organizations in recruiting volunteers to teach classes, supervise activities and assist in programs for the general public and special populations throughout Lafayette. Position works independently under the direction of the Director of Parks, Arts, Recreation and Culture, and is responsible for all recreation and senior centers and their staffs.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Works with center supervisors in developing programs based upon the demographics of the neighborhood and the availability and type of facility. Targets areas of financial growth for centers and develops and implements programs based upon these possibilities. Examines level of participation and feedback in programs, classes and activities, and recommends changes. Develops a broad range of organized activities, classes, and programs within the recreation centers. Composes annual budget for division and monitors line-item spending for the division. Keeps abreast of recent changes and new programs throughout the region. Schedules and supervises recreation center staff and assures and confirms that security staffing is present as applicable. Makes public appearances to motivate and recruit interest in recreational and senior center programs and development. May work evenings and weekends to appear before special interest groups or attend recreational programs and activities.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Extensive knowledge of principles and practices of recreation and park administration.
Thorough knowledge of the facilities and equipment needed in a diverse recreational program.

Thorough knowledge of most physical and social activities as team and competitive sports, and familiarity with manual arts, crafts, music and games.

Considerable knowledge of the study methods used to design and evaluate recreational programs.

General knowledge of therapeutic recreation programs and their development.

Ability to plan, organize and direct complex and varied recreational programs.

Ability to evaluate community, social and economic conditions to determine recreational needs for citizens of all ages.

Ability to establish and maintain effective working relationships with community leaders, public officials, civic organizations, other employees and the general public.

Ability to speak effectively in public on recreation subjects.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in recreation, therapeutic recreation, physical education or business administration with considerable experience in planning, developing and evaluating recreational programs for both general and special populations, including some supervisory experience; or any equivalent combination of training and experience.