



Name		Department	Parks, Recreation, Forestry, Buildings and Grounds
Position Title	Recreation and Community Enrichment Manager		
FLSA	Exempt	Reports To	Deputy Director – Recreation and La Crosse Center
Pay Grade	13	Unit	Non-Represented
FTE	1.0 FTE		

Purpose of Position

The purpose of the Recreation and Community Enrichment Manager is to plan, manage, supervise, direct, and evaluate the City’s recreation programs and activities. This position is responsible for overseeing all operations and supervision work involving neighborhood centers, senior centers, and recreation facilities. Additionally, the employee implements long-and short-range program planning objectives, program evaluation, and conducts community needs assessments. Responsibilities include planning, implementation, and monitoring of the department’s budget related to these areas. The incumbent exercises significant latitude to make independent decisions and commit City resources. The work is performed under the direction of the Deputy Director of Recreation and La Crosse Center.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Prepare, submit, and monitor all monthly financial reports and annual budgets.
- Prepare, collect, and deposit all monies owed to the department.
- Reviews and recommends department related expenditures.
- Manages and monitors a variety of operations to ensure the success and implementation of City and departmental objectives.
- Directs personnel and activities of one or more divisions related to neighborhood centers, recreation, and programs.
- Administers and manages service contracts, and other similar documents pertinent to the operation of a neighborhood centers, special recreation and senior programs.
- Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, contractors, and vendors.
- Responsible for hiring, training, supervision, and evaluation of full time and season staff in the divisions of neighborhood centers, recreation, and program.
- Supervises operation of neighborhood centers, special recreation, and senior programs.
- Develop and maintain partnerships with corporations and other entities for funding and collaborative programming.

- Supervises neighborhood centers, special recreation and senior programs and staff members, including scheduling, training, evaluations, and hiring.
- Supervises scheduling of neighborhood centers and requests and coordinates the use of non-City facilities.
- Coordinates programs and activities with recreation groups, and other agencies to maximize services.
- Maintains financial records, including revenue and fees generated by programs, program operational costs, facility revenue, and expense schedules, budget projections, and analyses.
- Inspects and monitors all major programs, services, staff, and facilities on a regular basis to evaluate quality and efficiency of operations and systems and compliance with operational standards.
- Coordinates and manages operations of City Special Olympics with special recreation programs including special-needs programs, sports, special events, and activities, organizes, promotes, and evaluates diversified special events, alternative activities, and special programs suited to the needs of participants.
- Maintains confidentiality of all proprietary department information, participant personnel data, and all personnel matters including medical information.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Prepares daily reports and spreadsheets.
- Prepares and processes payroll.
- Assures that staff provides safe and effective therapeutic recreation programs and use courtesy and respect in providing therapeutic services to participants with disabilities.
- Interpreting and applying City policies and procedures.
- Promoting and enforcing safe work practices.
- Speaking to large groups of the public concerning special recreation and senior programs.
- Attending trainings as assigned.
- Attends meetings as needed.
- Performs other duties as assigned or as necessary.

Minimum Training & Experience Requirements

- Bachelor's degree Recreation Management, Physical Education, Parks Administration, or related field from an accredited college, plus five (5) years' experience developing and implementing recreation programs and activities.
- Prior supervisory or leadership experience preferred.
- Must obtain a Certified Park and Recreation Professional (CPRP) National certification within (2) years of hire.
- Must obtain an Aquatic Facility Operator (AFO) certification within six (6) months of hire.

- First Aid and CPR certification required.
- Valid driver's license required.
- Computer skills required including proficient use of Microsoft Office suite.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information.
- Ability to classify, computer, tabulate, and categorize data.
- Ability counsel, mediate, and/or provide first line supervision.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to utilize a wide variety of advisory data and information such as budget reports, time sheets, job applications, performance evaluations, safety, and personnel policies, payroll records, registration lists, brochures, newspaper copy, event schedules, staff reports, program recommendations, billing statements, receipts, financial reports, grant applications, city maps, State and Federal environmental regulations, fee schedules, facility use requests, tax reports, computer software operating manuals, equipment manuals, rule books, plan specifications, blue prints, land plats, recreation books/manuals, program forms, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally, and in writing with program participants, parents, school personnel, business organizations, State and Federal organizations, recreation organizations, sports clubs, volunteers, various City departments, professional associations, engineers, architects, construction representatives, Park and Recreation staff, news media representatives, council members, and the general public.
- Ability to make quick and accurate decisions.

Mathematical Ability

- Ability to add and subtract, multiply, and divide, and calculate percentages, fractions and decimals.
- Ability to interpret basic descriptive statistical reports.
- Ability to use the principles of basic algebra, geometry, and accounting.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence such as supervising, managing, leading, and instructing.
- Ability to exercise the judgement, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to maintain professionalism, integrity, and credibility in confrontational situations.

Physical Ability

- Ability to operate a variety of office and box office including computer terminal, telephone, computer printers, calculator/adding machine, cash registers, photocopier, and ticketing system.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert moderate physical effort in sedentary to moderate work, typically involving some combination of kneeling, crouching, stooping, lifting, carrying, pushing, and pulling.
- Must be able to stand for long periods of time and be exposed to loud noises.
- Ability to recognize and identify individual characteristics of colors, shapes, and sound associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.