

Aquatics & Recreation Manager

Department: Cain Center

Pay Grade: 21

Hiring Range: \$47,200 - \$54,964.73

FLSA Status: Non-Exempt

JOB SUMMARY

Under the direct supervision of the Cain Center Director, supervises the daily operation of the Cain Center. Develops and implements programs and activities for the Aquatic Center. Experience in program coordination, event planning, parks and recreations, supervision and administration and social media.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in recreation, physical education or related field, and two (2) years recreation programming or relevant experience; or equivalent combination of education and experience.
- Must pass a post-offer pre-employment drug screening, criminal background check, and MVR check.
- Must possess State of Texas Class C Driver's License.
- Must possess adult and infant CPR and First Aid Certification or the ability to obtain within six months of hire.

Knowledge, Skills and Abilities:

- Knowledge of public Parks and Recreation policies and procedures.
- Ability to make decisions and judgments based on policies and procedures.
- Knowledge of program development, planning, budgeting, supervision, and evaluation.
- Ability to coordinate and organize meetings and/or special events.
- Clerical, word processing, and/or office skills.
- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.
- Knowledge in seeking and completing grant opportunities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to lead and train staff efficiently and effectively.
- Knowledge of communication principles, media, and marketing techniques.
- Ability to gather and analyze statistical data and generate reports.

- Knowledge of recreation, education and health needs of community.
- Knowledge of basic budgeting techniques and methods.
- Knowledge of computers and related equipment, hardware and software.
- Skill in planning, organizing and coordinating community-based activity programs.
- Skill in providing customer service.
- Skill in effective oral and written communication.
- Skill in preparing and delivering oral presentations.

ESSENTIAL JOB FUNCTIONS

- Develops recreational opportunities for youth and adult programs.
- Develops a strategic plan to implement the vision coordinating activities with various other departments within the City. Work with the public, special interest groups, outside agencies and various boards, commissions, and Council for development of the vision.
- Responsible for the Cain Center Recreation, systematically recommends changes as needed, and implements projects within the plan.
- Supervises and trains workers about Cain Center & City policies and procedures.
- Prepares for special events, including CTR, Dies Y Seis, Cinco de Mayo, Dickens on the Square, and Cross-Country events at the Cain Center, and other special programs and events.
- Assists in budget preparation and monitors budget for Aquatics and Recreation Department, order supplies and equipment.
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

- Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing, kneeling, or walking for prolonged periods of time; climbing and stooping; and moderate to heavy moving and lifting; the use of arms and legs.
- Must be able to work extensive hours and respond within 30 minutes to an on-call or emergency callback.

WORK ENVIRONMENT

- Must be able to work in outdoors and in an office setting.
- Must be able to work in stressful situations.
- May be exposed to varying conditions associated with providing recreational services.

