

City of Alamosa Job Description

Position: Community Activities Manager

Reports to: Parks & Rec Director

Supervision Exercise: Rec Specialist,
Cashier/CR Representatives, Fitness and Rec Instructors

FLSA: Exempt

General Statement of Duties:

The incumbent in this position will serve the dual role of: organizing, promoting, and supervising a comprehensive program of year-round public recreation for residents of all ages, and creating community enrichment opportunities and developing special events for the purpose of generating increased sales tax revenue for the City of Alamosa.

NOTE: The essential functions and major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Plans, administers, and monitors the recreational programs sponsored by the Alamosa Family Recreation Center and works in conjunction with other Park and Rec staff to develop year-round programming activities.
2. Research, develop, schedule, coordinate, implement, supervise and administer a year round multi-faceted recreation program for all ages including, special events, outdoor activities, day camp, and athletic programs. Loads activities into a software program that manages recreation programs.
3. Hire, train and supervise seasonal, temporary and part-time program staff. Review and approve employee time. Develop program schedules, reserve facilities and prepare publicity. Procure and maintain an inventory of recreation program supplies and equipment.
4. Work to increase program offerings and facility utilization of departmental sites. Study and analyze program participation, attendance, leadership, personnel and related topics; conduct program evaluations and prepare recommendations for improvement of existing, and development of new programs.
5. Make program budget recommendations, monitor revenues and expenditures and work within budgetary guidelines. Solicit sponsorship of community businesses and organizations for special events; assist in applying for grants and for other funding.
6. Coordinate and produce recreational brochures to include departmental information and special events. Prepare for publication a variety of brochures, calendars, letters, posters, news releases, flyers and related communication regarding programs. Take the lead in developing information related to web pages and cable TV. Inclusive of producing and

managing department and program marketing including recreational brochures, mass email communications, and social media posts.

7. In coordination with the Recreation Specialist, ensures that recreation programs are properly scheduled.
8. Works in a team based environment in conjunction with other Parks and Recreation staff, to develop and monitor scheduling of all meeting rooms, gyms, and outdoor recreational facilities, including the fairgrounds.
9. Develop new events during the slower seasons that attract tourists to Alamosa, stimulating economic development by increasing sales tax revenue. Acts as the City's representative with outside agencies when setting up special events.
10. Provide timely and frequent updates to the Parks & Recreation Director on all recreational programs and scheduled special events.
11. Provides leadership for existing events that are having difficulties and works to find and train volunteers to assume that role in the future.
12. Responsible for setting an example of positive customer service and ensuring professionalism in the work place. Anticipates and meets the needs of the community its citizens and guests.
13. Monitors and analyzes revenue and expense related to recreation programs and memberships. Proposes options and possible solutions.
14. Reconciles revenue reports and deposits funds according to established procedures.
15. Performs other related duties as assigned.

Secondary Duties:

Assumes director position in the absence of Parks and Recreation Director.

Knowledge of:

1. General safety practices and procedures.
2. Public recreation program administration, coordination, and development.
3. Equipment, facilities, operations, and techniques used in community recreation programs.
4. Basic budgeting principles; ability to work efficiently within budgetary guidelines.
5. City's personnel policies and procedures

Ability to:

1. Effectively communicate and exchange information with the public, private businesses, non-profit organizations, and government agencies. Establish and maintain effective working relationships with program participants, outside agencies, department staff, and the general public. Respond to inquiries from departments, community groups and others concerning program information.
2. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Provide assistance with understanding applicable laws, regulations, and public relations relating to assigned program and/or projects.
3. Be creative and innovative with recreation programs. Recognize safety hazards and apply proper safety precautions.
4. Use a personal computer and various software programs to develop reports,

- presentations, spreadsheets, flyers, posters, news releases, and brochures.
5. Assess the needs of the community and individuals, and adapt programs to those needs.
 6. Independently make cost effective decisions. Plan and supervise the work of staff, instructors, and volunteers; motivate and direct individuals and groups. Fairly and tactfully resolve conflicts. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
 7. Create effective promotional materials. Stay abreast of current literature and sources of information related to parks and recreation planning and administration.
 8. Obtain CPR and Basic First Aid Certification within six (6) months of hire.
 9. Have or be able to obtain a valid Colorado drivers license, if assigned to drive a city vehicle.
 10. Serves on City Public Information Employee team.

Acceptable Education and Training:

1. Bachelor’s degree in recreation, leisure studies, business management, or related field is preferred. Specialized management and relevant experience may substitute.
2. Experience in a supervisory capacity, events management, or coordinating or assisting in the coordination of recreational programs is highly desirable.

Required Physical Capabilities:

1. Primarily sedentary office work with exposure to periods of high activity and high stress under demanding conditions.
2. Normal range of vision and hearing for ensuring the safety of the employee, co-workers, and general public.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
Lift/Carry					
0-10 lbs				XX	
11-20 lbs			XX		
21-40 lbs		XX			
41-60 lbs		XX			
Push/Pull					
0-20 lbs			XX		
21-25 lbs		XX			
26-50 lbs		XX			
51-75 lbs		XX			
76-100 lbs	XX				
Bend					
Overhead Reach			XX		
Twist/Turn			XX		
Kneel/Squat		XX			
Sit				XX	
Stand/Walk			XX		
Climb Ladder/Stairs		XX			

Rotate Activities/Positions			xx		
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Print Employee Name

Employee Signature

Date

Supervisor

Date