



MCRF

Mahaska Community Recreation Foundation
PO Box 414
2055 238th Street
Oskaloosa, IA
52577-9437
Phone: 641-672-2499

Recreation Manager Job Description

Hourly wage: \$14-\$16

PURPOSE OF THE POSITION

Support diverse opportunities for sports and recreation, ensure community awareness, involvement, and recreational growth, and to maintain organized and precise data/records.

SCOPE

The *Recreation Manager* reports to the Executive Director and will serve on committees/ boards directly related to MCRF's mission and goals. The position will maintain facility reservations including calendar of activities for Lacey Complex and MCRF; recruit and schedule volunteers; assist in fundraising and related events; maintain positive community presence with local media and company social media/website(s); promote positive public relations throughout activities; track all activities/patrons/visitors/participants to show areas of growth or potential growth.

RESPONSIBILITIES

- Serve on company committees/boards. Responsible for minutes and agendas, organization meeting dates/locations and ongoing participation in committee activities.
- Assist with recruiting and tracking volunteer hours. Work with volunteer committees as needed for Lacey Recreation Complex operations. Additional recruiting of trail tram drivers and recreational volunteers.
- Maintain facility reservations for recreation activities. Input onto master complex & trail tram tour calendars, and upload to website. Requires completing reservation forms, collecting required paperwork, and scheduling lights. Includes separate scheduling of trail tram tours with orientation, coordination and ongoing updates to drivers.
- Actively participate in all levels of activity/event planning or project participation. Includes seeking donations, planning and participation, and follow up thank you notes as needed.
- Assist in photography at events, company face book & website posts, quarterly progress reports submitting small blurbs to local news media and lead presentations to help maintain a positive community presence for MCRF.
- Collect/ record data in relation to users, events, participants, and patrons at the Lacey Recreation Complex/MCRF activities. Create simple graphs and reports that reflect tracking data.
- Submit bi-weekly payroll hours and maintain staff time sheets.
- Clean women's bathroom as needed and maintain organized office supplies,
- Attend training as required by management
- Other duties as required by supervisor(s).

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrate proficient *knowledge* in the following areas:

- Operations of recreation facilities and programs, including board and committee interaction
- Volunteer development, including recruitment and participation with volunteer groups
- Hands-on experience with youth recreation activities.
- Events organizing, planning and personal involvement

Demonstrate the following *skills*:

- Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision.
- Computer skills including the ability to create and operate excel spreadsheets and word processing programs at a highly proficient level
- Ability to use a computer for tracking and charting records and organizing long-term data
- Strong verbal and written communication skills.
- Willingness to work flexible hours, including evenings and weekends.
- Ability and follow up with planning and organizing activities or events.
- Decision making skills
- Time management skills

Demonstrate the following *personal attributes*:

- Professional, respectful, and positive attitude.
- Maintain standards of conduct
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- Demonstrate a dedication to the position and the community

The Recreation Manager would normally attain the required knowledge, skills and attributes through completion of a Degree in Recreation Management and/or related recreation programming experience. Equivalencies will be considered.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.