**Recreation Manager**

34,000 – 37,000

The Recreation Manager works in unison with the Aquatics Manager under the supervision of the Recreation Director. The position is fulltime, exempt.

**Essential Responsibilities:** Plans, develops and carries out recreation programs, including researching and creating programs, analyzing recreational needs and desires of property owners, and scheduling of facilities and activities.

Evaluates programs and determines future usefulness considering factors such as attendance, resources used, problems encountered, subordinate recommendations. Prepares various written materials, including articles, promotional materials, and activity schedules. Develops budget for approval and monitors income and expenses. Contracts services such as entertainment groups, attractions and other types of recreation and negotiates for the most effective use of funds. Determines work procedures, prepares work schedules, and expedites workflow. Maintains harmony among workers and resolves grievances. Inspects facilities and equipment for safety and needed repairs. Coordinates volunteer services of property owners.

**Supervisory Responsibilities:** Manages two subordinate supervisors who supervise a total of 25-30 employees in the Activities Staff, RecPlex, Arts & Crafts, Day Camp, Lakeside/Lakeview and Family Center. Responsible for the overall management, coordination, and evaluation of these units. Carries out supervisory responsibilities which include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees.

Knowledge Required: A general educational development and/or technical training equivalent to that of an AAS in Recreation Management. BS in Recreation Programming may be given preference.

**Other Skills and Abilities:** Read, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors. Ability to perform work typically received in the form of broad goals or areas of responsibility, having substantial latitude in setting objectives and deciding how to proceed. Ability to utilize computer programs such as word processing and desk-top publishing. Ability to prioritize duties to effectively meet objectives.

Interested applicants **must submit a cover letter and resume.** Apply at: [www.woodhavenassociation.com](http://www.woodhavenassociation.com). Under the tab: About-Employment