



CITY OF RICHFIELD, MN
invites applications for the position of:

Recreation Program Manager

SALARY:	\$3,188.80 - \$4,100.80 Biweekly \$82,908.80 - \$106,620.80 Annually
DEPARTMENT:	Recreation Services
DIVISION:	Recreation
OPENING DATE:	07/29/22
CLOSING DATE:	08/14/22 11:59 PM
NATURE OF WORK:	

Lead a team of recreation professionals in the planning, coordination and delivery of a wide variety of recreation programs and services; including responsibilities in the areas of budgeting, marketing, and personnel matters. Oversee performance measurement efforts and seek continuous innovation and improvement in program offerings, scheduling and pricing to meet the diverse needs of Richfield residents and visitors.

Hours

Monday through Friday, 8:30am-5pm, evenings and weekends as directed

JOB DUTIES:

Essential Duties

- Direct, coordinate and oversee the delivery of a wide variety of recreation programs and services, including youth and adult sports, youth and family programming, senior programming and special events, to serve residents and visitors of all ages.
- Provide formal supervision and evaluation, as well as regular coaching and development, for assigned staff. Define the level of expected performance, provide the necessary resources and support, and hold staff accountable for achieving performance goals and completing responsibilities.
- Oversee the hiring and utilization of part-time, temporary and seasonal employees within assigned program areas, in accordance with established City policies and procedures. Make recommendations for wage schedules for part-time, temporary and seasonal positions, based on market conditions and budgetary resources. Ensure fair and consistent enforcement of personnel rules and policies, including disciplinary action when necessary.
- Serve as staff liaison to the Richfield Arts Commission and oversee their annual work plan.
- Oversee the development, planning, implementation and evaluation of annual community events.
- Provide oversight to the Richfield Farmer's Market and associated programming.
- Coordinate daily facility services at the Richfield Community Center and prepare budgets related to the facility.
- Seek program funding through grants and sponsorships.
- Establish and maintain community partnerships with a diversity of stakeholders.
- Oversee the rental of the Community Center and park shelter facilities and related fees and policies to maintain a consistent and high-quality experience.

- Guide the development and presentation of requested operating budgets and proposed fee schedules for assigned areas of responsibility. Manage revenues and expenditures in accordance with adopted operating budgets and the City's financial policies and procedures.
- Ensure recreational programs and services are effectively and efficiently marketed to the public through a variety of channels, including flyers, brochures, advertisements, social media, etc.
- Oversee program registration system and ensure the delivery of excellent customer service to patrons and the general public.
- Direct and participate in the preparation and implementation of policies for the delivery of safe and inclusive recreation programs and services, based on industry best practices.
- Oversee needs-based scholarship and fee-assistance programs and related policies and procedures.
- Seek continuous innovation and improvement in program offerings, service delivery, scheduling and pricing, to best meet the changing needs and preferences of Richfield residents and to maximize the investment of City resources.
- Track and report on program enrollment and participation trends, customer satisfaction and other performance measures and ensure such data is applied to decisions regarding program and service offerings, scheduling and pricing.
- Provide information, answer questions and resolve escalated complaints from program participants and the general public.
- Develop reports and make recommendations to the Richfield Arts Commission and Community Services Commission.
- Actively participate as a member of the Recreation Services Department's senior management and leadership teams to set department priorities and meet overall City goals and objectives.
- Develop, support and model a positive and productive workplace culture based on respect, collaboration, equity, and accountability.
- Maintain professional affiliations and attend trainings and conferences to keep abreast of best practices in the Parks & Recreation field.
- Keep Director of Parks & Recreation informed of important developments related to the delivery of recreation programs and services.
- Work flexible hours to attend evening and weekend meetings and activities as needed.
- Perform other related duties as apparent or assigned.

COMPETENCIES

- Demonstrates considerable knowledge of the principles, practices, organization, administration and benefits of recreation programs.
- Demonstrates considerable knowledge of the principles and practices of supervision and training.
- Demonstrates considerable knowledge of athletic programming.
- Demonstrates considerable knowledge of event management.
- Demonstrates an ability to express oneself clearly and concisely, both orally and in writing.
- Demonstrates an ability to work independently and to meet deadlines.
- Demonstrates an ability to communicate effectively with adults and to enforce program/league rules.
- Demonstrates an ability to plan, organize, direct and evaluate a recreation program from start to completion.
- Demonstrates an ability to establish and maintain effective working relationships with employees, City officials, and the general public.
- Demonstrates an ability to successfully build and motivate a team and to effectively direct and supervise the work of others.
- Demonstrates an ability to support and enforce City policies, procedures, operations and safety rules.
- Demonstrates an ability to understand and respect the diversity of customers and co-workers, effectively communicating with individuals whose first language may be one other than English.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS

- Bachelor's degree in Parks & Recreation or closely related field.
- Five years of progressively responsible experience in the field of Parks & Recreation, including at least two years of budgetary and supervisory experience.
- Comprehensive working knowledge of recreation services, such as adult sports, youth and family programming and/or special events.

PREFERRED QUALIFICATIONS

- Master's degree in Parks & Recreation or closely related field.
- Experience evaluating, implementing and utilizing recreation software systems for registration, facility scheduling and point of sale systems.
- Fluent in Spanish

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Must have the ability to:

- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to sit for long periods of time, climb stairs, bend, stoop, reach, manipulate doors, drawer and locks.
- Ability to sit, talk, and listen for extended periods of time. Specific vision abilities required include close vision and the ability to adjust focus.

Covid 19 Notification to Applicants

Effective January 1, 2022 all job offers are conditional on the candidate being [fully vaccinated](#) against COVID-19 with a vaccine authorized for emergency use or FDA-approved. Anyone hired after January 1, 2022 will be required to show proof of vaccination on or before their first day of employment and complete a form certifying that they are vaccinated. Religious and medical exemptions or reasonable accommodations will be considered upon request as required by applicable law.

AN AFFIRMATIVE ACTION/EQUAL/EQUITABLE OPPORTUNITY EMPLOYER/MFD

The City of Richfield is an equal opportunity employer and does not discriminate against any employee, job applicant, or contractor on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, disability, age, marital status, genetics, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://richfieldmn.gov/jobs>

Position #2022-00080
RECREATION PROGRAM MANAGER
JH

6700 Portland Ave S
Richfield, MN 55423
612-861-9700

HumanResources@richfieldmn.gov

Recreation Program Manager Supplemental Questionnaire

- * 1. What best describes your highest level of completed education?
 - High School diploma or GED
 - Associates Degree
 - Bachelors Degree
 - Masters Degree or Higher
- * 2. What best describes you years of experience in the Recreation field?
 - Less than 5 years
 - 5 years or more
- * 3. How many years of supervisory and budgetary experience do you have?
 - Less than 2 years
 - 2 years or more
- * 4. Do you have comprehensive knowledge of recreation services and programming?
 - Yes
 - No
- * 5. Do you have experience leading a commission or board team?
 - Yes
 - No
- * 6. Do you have experience handling customer complaints?
 - Yes
 - No
- * 7. Do you have experience managing recreational facilities or buildings (ADA code, staff coverage)?
 - Yes
 - No
- * 8. Do you have experience with overall park management?
 - Yes
 - No
- * 9. What best describes you experience coordinating special events?
 - Less than 2 years
 - 2- 4 years
 - 5 years or more
- * 10. Do you have experience evaluating, implementing, and utilizing recreation software systems for registration, facility scheduling and POS systems?
 - Yes
 - No

* 11. Are you fluent in both Spanish and English?

Yes

No

* Required Question