



JOB DESCRIPTION

Written by: Tim Erlandson

Date: January 8, 2019

TITLE: Recreation and Fitness Assistant Manager

DEPARTMENT: Recreation

REPORTS TO: Fitness and Recreation Department Manager

SUPERVISES: Supervises various recreation workers and volunteers as directed by Fitness & Recreation Department Manager

STATUS: Exempt

SCHEDULE: Full Time

FUNCTION: The Assistant Manager of Rec & Fitness. is responsible for assisting with all Rec./Fitness programs. He/she helps to oversee and lead the Rec. staff to provide a sustainable level of excellence in character, customer service and execution of job duties. Assists in all activities utilizing the Recreation building.

DUTIES:

SUMMARY:

- Assists the Fitness & Recreation Department Manager/ Associate Kroc Center Administrator in areas such as: planning, services, facilities, special events, classes, field trips and programs; helps recruit, train and develop schedules, registration processes and fees for recreation services.
- Supervision: supervises various recreation workers and volunteers as directed by the Department Head
- Assists in the marketing for the Recreation Center.

Program Development: Assists in these areas

- Develop Programs for such things as: Afterschool Program, Youth Basketball, Fitness, Corps Programming Staff.
- Assists in coordinating the Rec. facility schedule and all personnel needed for the various programs. (Be they staff, coaches, referees, or various support personnel / volunteers)
- Comes along side of Fitness & Recreation Department Manager in supervising any specialized recreation program in the department.
- Evaluates program effectiveness and success based on revenues, participation, satisfaction and further interest

- Monitors program activities, including approving expenditures and ensuring activities are running smoothly; responds to questions and complaints.
- Recruit, select, train, develop, coach, discipline, and manage performance of staff, coaches, etc. as directed by Fitness & Recreation Department Manager.
- Consistently update recreation management knowledge through workshops, certifications and seminars.

Administration: Assists in these areas

- Supervises Seasonal staff, Support Staff (Scorekeepers, Time Keepers, etc.), Fitness staff, Program Aids, and Rec. Volunteers. Supervision includes determining workloads and schedules, implementing and interpreting policies and procedures, effectively evaluating staff and making hiring and disciplinary recommendations.
- Trains new employees and provides ongoing training for all recreation staff.
- Responsible for zone management duties which include reporting any facility, janitorial, or capital improvement needs for assigned area

Camps/After School Program/ Seasonal Programs: Assists in these areas

- Responsible for the creation and development of all camps, be they week long summer camps, weekend camps, or during the school year.
- May be asked to assist with the Red Kettle program during the months of November and December.
- All other duties as deemed necessary and appropriate by the Fitness & Recreation Department Manager

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in the fitness, sports science, related fields or equivalent experience in the Recreation Field.
- Minimum of two years of administrative or leadership experience
- Administrative skills
- Experience in networking with others
- Able to plan and implement new and established programs
- Able to multi-task and meet hard deadlines
- Strong creative and communication skills.
- An understanding of The Salvation Army Mission and the ability to implement that into programs
- Able to work in a team environment
- Positive and energetic
- Able to teach children and adults, individuals and groups

COMMUNCATES WITH:

Internal

Fitness & Recreation Department Manager
Business Administrator
Kroc Administrators

External

Community Agencies
Prospective Members
Parents of Youth
Members

WORKING CONDITIONS:

During an average workday, the jobholder will sit 30% and stand/walk 70%.

Legend:	N	Not at All (Zero Hours)
	V	Very Little (Zero to one (1) hour)
	O	Occasionally (One (1) to two (2) hours)
	F	Frequently (Three (3) to four (4) hours)
	R	Repetitively (Five (5) to six (6) hours)
	C	Continuously (Seven (7) or more hours)

Body Movements:

F- Bend/Stoop
F- Squat
O- Climb
F- Reach
F- Crouch
F- Kneel
F- Balance
F- Push/Pull

Weight Lifted:

F - Up to 10 lbs.
F- 11 to 35 lbs.
O- 36 to 75 lbs.
O - 76 or more lbs.

Weight Carried:

O - Up to 10 lbs.
O - 11 to 35 lbs.
V- 35 to 75 lbs.
V - 76 or more lbs.

Hand Movements:

O- Light grasping
O- Firm grasping
V- Pinching
N- Vibration
V- Torque
V- Extended Weight

Environmental:

V - Working on heights
V - Work on uneven ground
F- Work near moving equipment

Exposure:

O - Physical (noise, temperature, dust, etc.)
V- Chemical (cleaning solvents, fresh paint, etc.)
V- Radiation (microwave in lunchroom, etc.)
N – Extreme Heat and Cold
V – Biological (body fluids)

General Statement: The above is general in nature and is not intended to be exhaustive.

Area of Special Concern: This position may require long work hours in a very active environment.

ACKNOWLEDGMENT OF RELIGIOUS PURPOSES OF THE SALVATION ARMY:

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing in his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Salvation Army's religious purposes.

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

This job description is subject to change as programs evolve.

ACKNOWLEDGMENT: I have read, understand and have received a copy of this job description.

Employee Name

Employee Signature

Date