

SUMMARY OF FUNCTION

Plans, leads, and manages the Cortez Recreation Center, ensuring the facility is safe, clean, and well maintained; and the programs, activities, and events are organized, structured, consistently offered, and fun! The Recreation Center Manager oversees three operational areas, Recreation Facility Maintenance, Classes and other Activities, and the Front Desk, Customer Service, and Administration. They work collaboratively and in partnership with peer recreation Supervisors for general recreation programming and aquatics.

JOB TASKS ARE:

Leads and supervises full-time, part-time, and temporary employees. Coaches, motivates, inspires, and mentors team members to reach their greatest potential. Hires, trains, and evaluates team members. Is open, approachable, engages and supports team members, and encourages two-way communication and feedback.

Oversees and develops a comprehensive Recreation Center operational program. Delegates and empowers staff to develop and implement maintenance and cleaning plans ensuring necessary cleaning standards, limited downtime, and that facilities meet users' needs; classes, programs, and events that meet users' needs and encourage health, wellness, and fun; administrative processes, policies, and protocols that are transparent, customer-focused, financially prudent, and support the highest level of service possible. Collaborates, interacts with, and supports other operational divisions in the department. Formulates and enforces written policy and procedure for the Recreation Center. Develops training procedures for new staff and implement in-service training procedures for current staff. Is available to and provides regular communication to participants, contractors, and vendors. Teach, train and inform team members on best practices. Recognize, acknowledge and support initiative.

Creates and implements a marketing plan to maintain awareness, relevance, and increase Recreation Center participation. Identifies, develops, and cultivates development opportunities including corporate/business membership opportunities, and partnership opportunities with other governments, non-profits, and schools. Develops strategies for creating value-added services for the customer.

Manages and leads the Recreation Center Division. Assists with establishing division goals and projects. Assists with the creation and manages the implementation of operational and project budgets. Develops justification and explanation of operational needs. Recommends fees for recreation and facility programs. Communicates and addresses questions or concerns from residents, community groups, and appointed bodies. Provide professional advice and support to the Parks and Recreation Director, other administrators, or City Council.

Completes quality control, including surveys and evaluations of programs/classes/services and routine facility inspections to ensure a high-quality experience and that the facility is safe, clean, and in good condition. Engages patrons to ensure that they are having a positive experience at the facility. Addresses problems and community concerns promptly.

Manages service contracts, construction contracts and coordinates with other departments and agencies to facilitate work. Develops scopes of work, specifications, and coordinates with General Services to bid work and projects. Manages contractors, inspecting their work to ensure it meets standards and complies with contracts.

Develops training procedures for new staff and implements in-service training procedures for current staff.

Performs other duties as assigned.

Benefits: to view benefits, click here: [City of Cortez Full-time benefits](#)

QUALIFICATIONS:

Knowledge of municipal organization and procedures.

Ability to express or exchange ideas effectively by means of the spoken and written word, and to convey detailed or important spoken instructions to the public and others accurately, quickly or loudly, and in a cordial and professional manner.

Ability to comprehend and follow complex written and/or oral instructions, to solve problems and make sound supervisory decisions.

Visual acuity sufficient for work which deals largely with maintaining clear visual contact within all areas of responsibility, especially swimming pool operations, front desk, building maintenance, and custodial, working with detail, operating a computer, and visual inspection for errors and defects. Ability to perform a variety of semi-skilled tasks in repair and maintenance of various types of equipment and structures. Strong marketing skills are preferred.

Ability to interact with the public in a calm, cordial, tactful and professional manner especially in stressful situations and to maintain effective working relationships with staff, supervisors, schools and others.

Knowledge of basic accounting principles, swimming pool operations and maintenance, Lifeguard, First Aid and CPR techniques and procedures or ability to train in these areas.

Knowledge of and ability to create and carry-out a recreation program/operational plan.

Must have a valid Colorado Driver License

Prefer a Bachelor's Degree in the field of Recreation or closely related field, with extensive experience in public personnel administration in local government, including supervisory experience or any equivalent combination of education and experience. Prefer certification in other fields specific to recreation programs, swimming pool operations, maintenance and safety, including a valid certified Parks and Recreation Professional.

Must possess strong supervisory and leadership abilities with at least one-year experience at a supervisory level.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Parks & Recreation
Supervises: Recreation Facility Maintenance Coordinator
Administrative Coordinator
Recreation Supervisor – Aquatics (only if Outdoor Pool is closed)

WORKING CONDITIONS:

Numerous interruptions, on call evenings and weekends if necessary.

Salary range: \$21.57-\$34.99

How to apply:

Applications may be obtained from the City's website at www.cortezco.gov, or from the Southwest Colorado Workforce Center. Applications may be dropped off at City Hall located at 123 Roger Smith Avenue, 970-565-3402, or at the Southwest Colorado Workforce Center, 22 W. North Street, Cortez, CO 81321, phone 970-565-3759. Applications may also be emailed to cortez@state.co.us, or to mcashner@cortezco.gov.