

CITY OF HURST ★ TEXAS

NOW HIRING!

RECREATION MANAGER (Athletics/Aquatics)

Department	Community Services
Division	Recreation
Immediate Supervisor	Director/Recreation
Applications	hursttx.gov/openpositions
Contact	Chris Watson, cwatson@hursttx.gov , 817.788.7320
Salary	D.O.Q.

Job Summary

Under the direction of the Recreation Director, employee performs duties relating to the coordination and operation of the City adult athletic programs and City owned aquatic centers, including supervising one-full time Recreation Specialist and part-time/seasonal staff. This is a **full-time, exempt** position.

Job Scope

This position is responsible for the designated program area. Position has supervisory responsibilities. This position has budgetary responsibilities, including assisting with budget preparation for assigned areas. Position coordinates athletic contracts including softball scheduler and Umpire in Chief.

Essential Job Functions

1. Possesses excellent customer service skills and can excel at applying the City of Hurst's Code of Ideals and Good to Great practices in all interpersonal relationships with city staff and the general public.
2. Communicate effectively with the public in explaining and defending City policies and procedures.
3. Manages and coordinates aquatic programs and events at the City of Hurst's two Aquatics Centers, including, but not limited to: public swim, learn-to-swim classes, special events, and facility rentals.
4. Recruits, hires, trains and supervises approximately 150 seasonal aquatics staff positions.
5. Coordinates and communicates maintenance and operations needs for the two aquatic centers to park division personnel.
6. Manages and coordinates adult athletic programs and events for the City. Work closely with Recreation Center staff to schedule facility usage.

7. Communicates and coordinates needs with Hurst Umpire Association and Hurst Adult Softball Advisory Committee to provide quality softball programs for over 400 adult teams during three seasons each year.
8. Schedules and coordinates tournament play for various associations/groups at the Hurst Athletic Complex softball facility.
9. Communicate and coordinate maintenance and operational needs for the Athletic Complex with parks division personnel.
10. Prepares and maintains clear and concise operations records where needed.
11. Represent City of Hurst and the Recreation Division in a professional manner at local, regional, and state trainings and meetings.
12. Performs related duties as assigned.

Skills, Knowledge and Abilities

1. Skills in word processing programs and related computer software.
2. Skills in planning and developing programs and interpreting the aquatic and athletic programs and their objectives to the general public.
3. Knowledge of principles and philosophy of community recreation and leisure and how it relates to individual and group behavior.
4. Ability to effectively work and communicate orally and in writing with co-workers, the public, civic groups and associations, volunteers, and City officials.
5. Ability to maintain accurate records and prepare clear and concise reports with attention to detail.
6. Ability to sit for extended periods of time to operate computer keyboard, printer, telephone, calculator, copier, and fax machine.
7. Ability to work some evenings and weekends during the Aquatics operating season and during various athletic tournaments and other special events.

Minimum Education, Certification, and Experience Requirements

Bachelor's degree in Parks and Recreation Administration or related field, one to three years related experience, with a minimum of one year in a supervisor capacity, National Swimming Pool Foundation Certified Pool Operator (CPO) or National Recreation and Park Association Aquatic Facility Operator (AFO) certification, valid State of Texas driver's license with a good driving record, and current CPR and AED certifications required.