

# Recreation Manager

## Job Description



### **Job Summary:**

Winterset Parks and Recreation is seeking a highly self-motivated professional to direct, supervise, and promote a comprehensive municipal recreation program while establishing and maintaining effective relationships with employees and department personnel.

Winterset, IA, is located 30 minutes southwest of Des Moines, IA and is a community of approximately 5,353 residents. Winterset is home to the famous Bridges of Madison County while also having several majestic parks, historic downtown square, local food and beverage establishments and a fantastic school district!

The department has been assessing park facilities and developing a capital improvement plan to rehabilitate those facilities. Several years ago, the community passed with an overwhelmingly majority the Local Option Sales & Service Tax (L.O.S.S.T) that will help fund parks and recreation projects in perpetuity which demonstrates the support the community has for the Parks and Recreation Department. We recently completed a statistically valid needs assessment (2020) that will help determine what the residents of the community would like with their parks, facilities, and programs. The Winterset Comprehensive Plan was recently adopted of which included a Parks, Recreation and Trails Master Plan (2022).

**Salary:** The starting salary range will be between \$45,000 - \$55,000 annually depending on the candidate's qualifications and experience as well as budgetary considerations.

**Minimum Qualifications:** Graduation from an accredited college or university with a bachelor's degree in community recreation, physical education, public or business administration, or a related field and a minimum of two (2) years of progressively responsible management experience in a parks and recreation department; or any such combination of education, experience, and training as may be acceptable.

National Recreation and Park Association (NRPA) Certified Parks and Recreation Professional (CPRP) is highly desirable.

**HOW TO APPLY:** E-mail Sky Smothers, Parks and Recreation Director, [ssmothers@cwmu.net](mailto:ssmothers@cwmu.net) your cover letter and resume by January 31<sup>st</sup>, 2024 at 4:30pm

**IMMEDIATE SUPERVISOR:** Director of Parks and Recreation

### **Duties and Responsibilities:**

This position will play a vital role in the development and delivery of programs and activities in all aspects of recreation programming.

This position will be responsible for all recreation programs, special events, youth and adult athletics and the management of the Winterset Aquatic Center. The position will oversee approximately 50+ seasonal employees.

The department is seeking someone with a vision of excellence and a desire to be self-motivated to improve programs and services, improving existing recreation programs and developing new recreation programs.

Candidates should demonstrate the ability to critically problem solve, work independently as well as collaboratively to achieve program and department goals.

This unique career opportunity offers the successful candidate the opportunity to be part of a great community while providing endless opportunities for personal and professional development.

## **Description**

1. Provide oversight and direction of the Winterset Aquatic Center. Plan, coordinate, and direct the programming of athletic leagues, special events, and other programs as directed for special populations, youth, senior, adult recreation, and educational services.
2. Train, empower, and supervise seasonal and part-time employees; assign work and provide direction; make recommendations relative to hiring, promotions, discharge, layoffs, or suspensions, disciplinary actions, and employee performance evaluations. Ensure staff are trained in effectively understanding and enforcing City and departmental policies and procedures to ensure a safe and enjoyable customer experience.
3. Evaluate programming effectiveness to ensure consistency with community and customer satisfaction needs. Ensure facilities and programs are managed in a cost-effective manner.
4. Develop a strategic marketing and public relations plan to advance Parks and Recreation programs and facilities. Arrange publicity and promotional activities while promoting public interest in the support of recreation programs, facilities, and activities on social media, digital program guide, print media and circulating newspapers
5. Develop and maintain open and effective communication internally and externally. Represent the department at community events and meetings. Establish effective partnerships with athletic associations, the area school district, business community, and various other community organizations.
6. Prepare, recommend, and monitor the Recreation department budget. Participate in the development of strategic short and long-range goals for community recreation services.
7. Develop policies and procedures for providing a safe environment and well-managed facilities and programs. Resolve complaints and special problems associated with recreation programs and facilities
8. Maintain accurate attendance and revenue and expense records necessary to evaluate recreation activities and programs and make recommendations for improvements.
9. Perform other such duties and functions as may be necessary or incidental to the proper performance of the position

## **Knowledge, Skills, and Abilities**

- Knowledge of the methods, practices, and trends of community-based recreation programming
- Knowledge of the safe and efficient operations of aquatic facilities and other recreational facilities
- Effective organizational skills including ability to manage multiple projects and adaptability to changing priorities to meet demands of the business
- Knowledge of personal computers and Recreation software platform Civic Rec
- Ability to select, train, assign, coordinate, supervise, and evaluate the work of employees
- Ability to prepare and monitor a budget
- Excellent oral and written communication skills, including the ability to draft, proof, and construct professional documents and correspondence
- Ability to develop and make presentations in front of large groups and respond to media inquiries
- Ability to deal with employees, the public, and the news media effectively and tactfully
- Ability to prepare budgets and monitor expenditures; maintain and monitor program and fiscal records to evaluate program effectiveness

## **Additional Information:**

[Winterset Parks and Recreation Facebook](#)  
[Madison County Chamber of Commerce](#)

[Winterset Parks and Recreation Website](#)  
[Winterset Community School District](#)