Job description

*Job information*

**Title:** Recreation/Concession Manager

**Classification:** Supervisory I/Exempt

**Salary Range:** $43,000-$64,879 Annually

Salary adjustments are determined annually by the Devils Lake Park Board Commissioners

**Benefits:** Standard benefits of the Park District are provided

**Supervisor(s):** Superintendent of Parks and Recreation

***Job Summary***

Work as a team with the Superintendent of Parks and Recreation and other Full-Time staff in the administration of the Devils Lake Parks and Recreation District.

To assist the Superintendent of Parks and Recreation in the management of general to specific administrative duties in a year-round municipal recreation and leisure program. To develop and monitor with supervisory staff the operations of the Recreation Division and concessions.

To assist the Superintendent to formulate and implement policies, procedures and guidelines within the Recreation Division and concessions as they relate to personnel, public relations, purchasing, recordkeeping, maintenance, and programming policies of the Park District.

# *Responsibility/Accountability*

The position is responsible and accountable for the management and supervision of the Recreation Division’s daily programs to include budget, programs, facilities, and personnel. Oversee the operation of concession stands in the Devils Lake Park District.

Coordinates special events or tournaments for various activities.

Responsible to be the Park District liaison with assigned user groups and attends their meetings.

Assist in developing and administering budgets as they relate to programs within the Division or assigned areas with staff and the Superintendent of Parks and Recreation.

Willing to learn or have experience in food preparation. Experience in ordering and maintaining appropriate inventory which could include food.

Responsible for adhering to established fees and practices as approved by the Park District and implementation of.

All information, news releases, schedules, reports, news conferences, media interviews, correspondence, related program information, brochures or flyers will be copied to or notification given to the Superintendent for approval of involvement and distribution to the public.

Responsible for distribution of information from the Superintendent of Parks and Recreation to staff assigned in management area.

Responsible for monthly staff reports submitted on assigned dates for distribution to administration and Board of Park Commissioners.

Responsible for attendance of the following meetings:

1. Staff meetings
2. Management team
3. Regular monthly meeting of the Board of Park Commissioners and special meetings of commissioners’ portfolio relating to management.

Responsible for attending meetings of associations, clubs or groups as assigned by the Superintendent and reporting of information from the meetings to the Superintendent in writing.

***Duties and Tasks***

To work with the Superintendent, Managers and/or independently to hire seasonal staff with the final approval of the Superintendent of Parks and Recreation.

To organize, assign, and schedule seasonal staff.

Develops and maintains a positive working relationship among staff, general public, and user groups.

Implement and maintain and follow personnel policies and procedures as they relate to seasonal and full-time employees.

Provides evaluations of seasonal employees on assigned dates to the Superintendent.

Responsible for purchasing, maintaining, upkeep, and inventory of all program and concession equipment and supplies.

Follow established health standards for food preparation and cleaning. Responsible for the cleaning of the concession stand area & keeping equipment in good working order when needed.

Make recommendations to the Superintendent regarding purchases of equipment.

Schedules, coordinates, develops, plans, and supervises recreation programs and for all areas as assigned.

Recommends and implements changes in programs to meet the needs of the public.

Works with the Operations Managers to establish schedules for maintenance, operation, and programming of assigned facilities.

Works with user groups to schedule facilities.

Prepares reports and maintains records on program participation.

Coordinates youth programs.

Coordinates adult programs.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties and tasks as they may change or be adjusted, as situations require.

***Job specifications***

Graduate of an accredited college or university with a BS Degree in Parks and a Recreation Administration or a related Public Administrative area, OR a minimum of 1-2 years full-time management experience.

The ability to effectively communicate verbally and in writing.

Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field.

Knowledge of and the ability to operate office machines and computers, which could include a POS system for the concession operation.

Ability to establish and maintain effective working relationships with District personnel, groups, associates, agencies, and individuals.

The knowledge and ability to control multiple tasks simultaneously.

Ability to lift a minimum of 30 pounds.

The qualifications listed above are to be considered a guideline. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform this job.

***Working Conditions***

Office location is in the District Administrative Office of Dockside Entertainment Center and/or Burdick Arena with approximately 3 – 5 Park District employees on site. Ability to sit for extended periods of time. Must be able to work in a constantly changing environment with frequent interruptions.

Travel is required as part of professional involvement and representation of the Park District and may require up to 2 overnight stays per month.

This position will require evening, weekend and holiday times dependent on meeting and activities/rink schedule.

Office hours are varied with multiple interruptions and schedule of meetings.

This position is considered representative of the Park District at meetings as assigned.

General public contact is extensive and vital to the success of this position.

Contact with the Commissioner holding the Recreation portfolio can be on a regular basis through management team meetings.