



Town of Oro Valley Classification Description

Title: **ASSISTANT RECREATION MANAGER** Department: Parks & Recreation
Job Code: 2545 Salary Grade: 110
FLSA Status: Exempt

POSITION SUMMARY:

Under general supervision, plans, organizes and facilitates camps, events and programs and/or organizes and coordinates park/field/facility usage for the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

- A. Plan, organize, implement and facilitate recreational camps, sports camps and athletic programs.
- B. Plan, organize, implement and facilitate special events and special programs.
- C. Coordinate park/field usage for the Town of Oro Valley.
- D. Help in the interview, training, supervision and evaluation of assigned staff.
- E. Monitor in-house programs, contract employment programs, field and park usage and related activities and materials.
- F. Lead participants in recreational activities and support subordinate staff in, organizing recreation activities and events.
- G. Promote and provide information to the public regarding recreational activities.
- H. Assist in the maintenance of the recreation web pages.
- I. Complete assigned duties from supervisory staff.
- J. Monitor and assist in the supervision of participant's including behavior and safety.
- K. Maintain event data, records, financial reports and attendance information.
- L. Receive payment request forms for contract instructors, and process for payment.
- M. Answer telephones, emails, questions and inquiries from the public.
- N. Assists in ordering and purchasing of supplies for recreational use.
- O. Assist with Board and Commission meetings and assignments.
- P. Regular, daily attendance is an essential function for this position.
- Q. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of activity or event planning practices and techniques.
- Knowledge of record maintenance.
- Knowledge of all sports as it pertains to contract field usage.

- Skill in organizing and executing activities and events in the Parks & Recreation Department.
- Skill in teaching and instructing and entertaining youth, adults and families.
- Skill in verbal and written communication.
- Must be able to lift heavy loads.
- Must be mobile and able to walk long distances.
- Skill in establishing and maintaining effective working relationships.
- Historic or prehistoric knowledge a plus.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Two (2) years' experience in a recreational or youth activity environment; and/or special event or cultural resource environment **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments. May be performed at various locations.