

Recreation Manager

Join our North Whidbey, Pool, Park, and Recreation District (NWPPRD) team on Whidbey Island in Washington. NWPPRD is in beautiful Oak Harbor, on the Puget Sound. This island community is known for its views, yearly festivals, good schools, trees, and stunning coastline with a small-town feel. We are two hours from Seattle and Vancouver, Canada. On your downtime, go hiking, whale watching, or take your dog to Double Bluff Park, one of the few off-leash ocean access dog parks in America. The right candidate will treasure living among the trees, the island life, and being a part of a community that serves.

This position is an exciting opportunity. The ideal candidate will be someone with an extensive background in aquatics who also wants to expand their experience into land-based recreation programming and be a part of a team that works together to create a master plan for the District.

This position requires a demonstrated success in youth, teen, family, and active older adults' aquatic programming and lifeguard management and training. The ideal candidate is excited to take their experience and challenge themselves to use it to create brand new programming in sports, fitness, and special events outside of the pool. The position requires sound judgment and flexibility in working in a complex environment. The ideal candidate will understand best practices in implementing and managing inclusive programs, staff, and facilities.

Essential Duties

Hires, trains, evaluates, and disciplines part-time aquatic and recreation staff.

Provides leadership to research and develop new programs and activities to meet community needs and program area objectives.

Develops, implements, and reviews District-sponsored activities, facilities, and programs to ensure effectiveness, high quality, cost-effectiveness, and customer satisfaction.

Oversees safety practices and ensures compliance with state, county, and industry standards for risk management. Helps research and develop District policies, procedures, and processes in collaboration with District team members. Once adopted by the Board of Commissioner, implements, and supervises District policy, procedures, and processes.

Provides analysis and prepares written reports for Director and Board of Commissioners outlining performance, enrollment, revenue data, and comprehensive recommendation for Recreation programs, facilities, and services.

Develops and manages aquatic and recreation budget.

Develops a comprehensive marketing plan and creates and distributes news releases, bulletins, announcements, brochures, social media posts, and other promotional items.

Supports the District Director in District-wide projects and events.

Education & Experience

Minimum Qualifications:

- Bachelor's Degree in Recreation or related field.
- Three (3) years in a management role supervising staff.
- Budgeting and revenue-generating marketing experience.
- Experience working with community residents, business owners, and stakeholders.
- Demonstrate an understanding of the necessity for a staff training manual, emergency action plans, risk management, and liability mitigation.
- Must obtain and maintain necessary certification related to assigned venues and program development.

Preferred Qualifications:

- Five (5) years in a management role overseeing multiple staff roles and responsibilities.
- Five (5) years in managing aquatic facilities.
- Certified Parks and Recreation Professional Certificate from the National Recreation and Parks Association.
- AFO/CPO Certified.
- Lifeguard and WSI Trainer.

Primary Duties and Responsibilities

- Assists with the planning and implementation of all components of assigned programs' programming and operations.
- Researches and assists in planning programming for District-run facilities, including John Vanderzicht Memorial Pool and Clover Valley Park, and assists with compliance with required certifications for staff and the facility operations.
- Research and partner with school districts and community organizations to develop and coordinate programs and events.
- Supervises program participants and staff in assigned programs to ensure a healthy and safe environment.
- Develops and publishes monthly schedules, flyers, and advertisements for recreation programs as assigned.
- Schedules and registers program participants.
- Cash handling of funds received from various revenue-producing activities.
- Quotes, purchases, and inventories supplies for programs and facility needs per District policy.
- Working with the District Director to create and administers a detailed budget for programs.
- Collects statistical information, compiles data such as a detailed record of all activity participation and generates monthly reports for the District Director.
- Positively interacts with the public, residents, and community stakeholders.
- Research and provide feedback for complaints received.
- Provides research and information to aid in developing District policies and procedures.
- Assists with developing long and short-term strategic goals on the planning, development, design, and operational processes of District recreational programs and facilities.
- Assists in recruiting, training, and supervising District staff and volunteers for community programs, special events, and activities.
- Follow established policies and procedures, as outlined in the Employee Handbook and Emergency Action Plan.
- Perform other related duties as assigned.

Knowledge and Skills

- Knowledge of special districts, municipal, or county operations.
- Knowledge of recreation management principles and techniques.
- Knowledge of recreation and special event management best practices.

- Knowledge of aquatic facility, program, and safety management techniques.
- Skilled in assessing and prioritizing multiple tasks and projects.
- Skilled in supervision, coordinating staff, and delegating tasks.
- Skilled in managing public relations and community programs.
- Skilled in providing friendly customer service at a level of standard.

Full time, exempt position.

North Whidbey Pool, Park, and Recreation District is an Equal Opportunity Employer.