Job Description
Recreation Division Manager
Full-Time Exempt

Reports to: Executive Director
Supervises: Assigned Recreation Division coordinators, supervisors, and full-time staff; provides oversight of part-time and seasonal staff through assigned supervisors.
Salary range: $90,000-$120,000, depending on qualifications

MISSION STATEMENT

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION

The Recreation Division Manager leads the planning, delivery, and evaluation of District recreation programs, services, and facility operations. Under the direction of the Executive Director, this position establishes division priorities, manages resources, develops staff, and ensures safe, responsive, and financially responsible services at the Eaton Area Park & Recreation District.

BENEFITS SUMMARY

At the Eaton Area Park and Recreation District, we bring people of all ages together through recreation and help our community stay active and connected. As part of our team, you'll have access to the Eaton Area Community Center, and eligible family members receive a 50% discount during the months you work at the facility.

This full-time position offers group health insurance and access to the District's retirement plan for eligible employees. Employee premium contributions may apply. You'll also receive up to 88 hours of floating holiday pay, vacation that grows with years of service, paid sick leave accrual, up to five personal days annually, and eight hours of volunteer leave.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead recreation program and service planning, delivery, and evaluation. Align division priorities with District goals, community needs, and available resources.
- Oversees the day-to-day operations of the Eaton Area Community Center.
- Lead and develop Recreation Division staff. Oversee hiring, training, and performance management, set clear expectations, and ensure appropriate staffing and service coverage.
- Establishes work priorities and develops work plans with assigned staff.
- Develop and manage division and assigned facility budgets. Monitor financial performance, recommend fees and cost recovery strategies, and oversee purchasing agreements within delegated authority.
- Oversee recreation facility operations, including access, scheduling, rentals, registration, and customer service. Coordinate maintenance and capital planning with Facilities and Grounds Manager.

- Implement District policies and oversee safety, emergency preparedness, and incident reporting across recreation operations.
- Assures high-quality customer service by evaluating the results of programs, operations and service levels and provides reports to the Executive Director.
- Build community partnerships and represent the District as assigned. Report on division performance and significant issues to the Executive Director and recommend service improvements.
- Perform related duties as assigned and provide leadership coverage when designated.

QUALIFICATIONS

Education and experience

- Bachelor's degree in parks and recreation, recreation management, business or public administration, sport administration, or a closely related field.
- At least five years of progressively responsible experience in recreation programs or facility operations, including management or supervisory responsibility for staff, budgets, and service delivery.
- Experience supervising supervisors or coordinators and managing multiple recreation service areas is preferred.

Knowledge skills and abilities

- Knowledge of recreation programming, facility operations, customer service, budgeting, financial analysis, and cost recovery practices.
- Ability to develop work plans, manage concurrent projects, establish realistic deadlines, delegate effectively, and sustain follow-through.
- Demonstrated skill in staff leadership, coaching, performance management, problem-solving, and sound decision-making.
- Ability to interpret operating data and present financial and technical information clearly in written reports and presentations.
- Ability to use standard office applications and recreation management software and train staff in relevant systems.
- Ability to build effective working relationships with people of varied backgrounds, address differing perspectives professionally, and respond to community needs.
- Ability to coordinate contracts, purchasing documents, facility projects, and operational procedures within District policies; ability to interpret facility plans is desirable.

Licenses and employment requirements

- Valid Colorado driver's license and an acceptable driving record for the preceding three years.
- Certified Park and Recreation Professional designation is preferred. Certified Pool Operator or Aquatic Facility Operator certification is desirable for assigned aquatic oversight.
- Compliance with the District Drug and Alcohol-Free Workplace Program, including applicable employment testing requirements.

Schedule and working conditions

This is a full-time position with a regular daytime schedule, generally 8 a.m. to 5 p.m. Hours may be adjusted to meet operational needs. Evening, weekend, and occasional holiday work may be required for programs, meetings, events, and operational response.

Work environment and equipment

Work is performed in an office, recreation facilities, and outdoor program and event settings. The position involves regular interaction with employees and the public and may involve noise, changing weather conditions, and activity around pools, athletic areas, and recreation equipment.

Equipment used includes computers and office software, recreation management systems, telephones, portable radios, standard office equipment, District vehicles as assigned, and recreation, fitness, and aquatic program equipment as needed.

Physical demands

The position frequently requires sitting, standing, walking, and exchanging information with staff and the public. Duties involve computer use, reviewing documents and data, and moving through recreation facilities and program areas. Occasional reaching, bending, stooping, kneeling, crouching, climbing, and balancing may be required. The employee may occasionally lift or move items weighing up to 50 pounds.

These conditions and physical demands describe typical duties. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Scope of description

This job description describes the general nature and level of work assigned to the position and is not an exhaustive list of duties. Responsibilities may change to meet District needs. The employee must be able to perform the essential functions with or without reasonable accommodation.

Signature Page

Applications received after the position closing date may be reviewed on a weekly basis as needed until the position is filled.

Position open until filled by EAPRD Team.

I understand the above description for the Recreation Division Manager position. I understand that all the duties are not descriptive and that I will perform those above and other related duties as directed by the Executive Director.

Name (Printed): _____ Date: _____

Signature: _____