



## City of Hermiston, Oregon Position Description

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**Job Title:** Recreation Manager

**Department:** Parks and Recreation

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### **General Statement of Responsibilities**

Develops, oversees, and evaluates comprehensive recreational and aquatic programs for the Hermiston community. Manages staff, facilities, and budgets to ensure the delivery of high-quality, inclusive experiences. Coordinates and executes community events, fostering a vibrant and active lifestyle for residents of all ages and abilities.

### **Supervision Received**

Works under the general supervision of the Parks and Recreation Director who reviews work primarily on the basis of results attained.

### **Supervision Exercised**

Supervision responsibilities include recruitment, hiring, supervision of recreation coordinator staff, part-time seasonal staff as assigned, volunteers, officials, and participants in activities.

### **Examples of Duties - Essential Functions**

1. Oversees the planning and execution of events and activities, including scheduling and coordinating recreation facilities, swimming pools, gyms, parks, playgrounds, and aquatic programs for all age groups. Ensures integration into a comprehensive recreation service.
2. Manages the operations and events of the Hermiston Community Center and Harkenrider Senior Activity Center.
3. Supervises and evaluates the performance of the Recreation Coordinators. Assigns staff and volunteers to coordinate events and programs. Oversees the hiring, evaluation, and training of staff and volunteers to ensure well-organized and safe activities.
4. Develops budgets and seeks donations and grants to support recreational programs.
5. Promotes events and activities through various media outlets and actively recruits participants.
6. Maintains records of expenditures, schedules, and participation. Provides evaluations of recreation programs and events.
7. Interprets and enforces City policies, ensuring safe activities and compliance with safety regulations.
8. Presents to civic and community groups to educate and promote Parks and Recreation services.
9. Networks with other aquatic and recreation providers to explore new ideas, offer diverse activities, and learn about new programs.
10. Oversees minor maintenance of equipment, supplies, fields, and recreation areas.
11. Collaborates with local youth organizations to promote youth involvement and maintain strong relationships.

12. Procures materials, equipment, and supplies according to established policies and procedures, and manages inventories.
13. Develops and maintains strong community and public relations.

### **Screening Criteria**

#### **Education and Experience:**

- A Bachelor's Degree from an accredited college or university in the field of recreation and/or physical education;
- AND three years' experience in managing and supervising recreational programming, including public pool operations, facilities and supervision of staff.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record are required. Ability to obtain CPR/first aid, Water Safety Instructor, and Lifeguard certification within six months of hire. Ability to obtain Aquatic Facility Operator or Certified Pool Operator license and Water Safety Trainer Certification within 12 months of hire. Certified Parks and Recreation Professional Certification is a plus. Ability to read, write and speak in both English/Spanish is preferred, but not required.

**Knowledge of:** Demonstrated knowledge of facility management and implementing recreational activities and programs. Thorough knowledge of rules of effective English usage and grammar; safety rules and practices and scheduling of events, activities, and facilities.

**Skills:** Record keeping, communications, community and public relations, marketing, audio/visual equipment basics, basic human resource management, reports and information development and management. Proficient computer skills in Microsoft Office, web design and social media marketing.

**Ability to:** Communicate effectively both orally and in writing; establish and maintain effective and positive working relationships with other employees, supervisors, and the general public; make presentations to civic groups and community groups to educate others about the purpose and function of the recreation program; maintain records of expenditures, schedules, and participation. Handle the physical demands of a position of this nature unassisted, both indoor and outdoor.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

The Recreation Manager position requires the ability to engage in frequent movement across diverse settings, including offices, outdoor parks, and recreational facilities, necessitating navigation across varied terrains and the stamina to stand or walk for prolonged periods. The role also demands manual dexterity for the handling, operation, and maintenance of various tools and equipment, alongside the physical capacity to lift and transport supplies and equipment weighing up to 50 pounds unassisted. Tasks may involve climbing, balancing, stooping, kneeling, crouching, or crawling, particularly during event setup and facility maintenance. Clear vision is essential for document review, activity monitoring, and the safe oversight of recreational spaces and equipment,

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while effective hearing and speaking abilities are crucial for communication with staff, participants, and the public.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The Recreation Manager position encompasses working within both standard office environments and varied outdoor settings, subjecting the individual to diverse weather conditions, including heat, cold, rain, and snow. In addition to environmental exposure, the role may encounter loud noise levels during events and activities, road hazards when traveling between program sites or event coordination. The position involves exposure to hazardous physical substances and fumes, such as those from pool chemicals or landscaping materials. The job's nature often demands flexibility, with a need for availability during non-traditional hours, including evenings, weekends, and holidays, to meet the scheduling demands of recreational programs and events. Ensuring personal safety and the safety of participants in all working conditions is a critical component of the Recreation Manager's responsibilities.

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