

City of Columbia Parks and Recreation Department is looking for an energetic, self-directed professional person to assume the duties of the Recreation Specialist with our Aquatic Program; three outdoor aquatic facilities, two indoor year round facilities, learn to swim instructional program, concession operations and city-wide special events offered by the department. This staff person will assist with the supervision of 125-150 temporary employees, as well as a member of the Activity & Recreation Center (ARC) management team. Lifeguard training, budget management, program development/marketing, and facility coordination are essential functions of this position. Must possess outstanding interpersonal skills that will result in positive relationships; intergovernmental, community organizations, and private sector. This staff person will work a flexible schedule due to programs/events or meetings on the evenings and weekends.

Job Functions

- Hire, schedule, evaluate, train, direct and discipline assigned staff.
- Oversee the daily operations of the City of Columbia indoor and outdoor aquatic facilities
- Assist in the recruitment of temporary staff and volunteers. Handles payroll for the paid staff in their section.
- Oversee revenue operations; make daily cash records and deposits and maintain accurate records.
- Plan and execute a variety of recreational activities, classes, and special events; develops program budget and monitors expenses.
- Ensure recreation operations are conducted in accordance with safety rules and regulations; manage accidents and incidents according to City and facility policy.
- Research and implement new programs, and evaluate existing programs in order to propose recommendations to the Recreation Supervisor.
- Oversees marketing of specific recreation service; prepares monthly reports on program participation and reception.
- Responsible for ensuring excellent customer service is offered to patrons; answer patron and media inquiries in person and over the phone.
- Work closely with maintenance staff to ensure preventative maintenance and repairs on recreational equipment are completed in a timely fashion.
- Assist with the planning and execution of one or more Parks & Recreation special events.
- Perform related duties as assigned.

Education & Experience - An equivalent combination of education, training and experience will be considered.

- Bachelor's degree in Parks and Recreation Administration, Sports Management or closely related field required.
- Two years of professional experience with implementing recreational activities. Experience in a specific recreation program (e.g. aquatics, special event management, sports management/officiating, etc.) highly desirable.
- Previous supervisory experience preferred.
- Must be a Certified Lifeguard.
- Lifeguard Instructor Certification and Water Safety Instructor (WSI) Certification is highly desired.
- Must obtain CPR, first aid or similar certification within six months of hire. Maintenance of certification is a requirement for continued employment.
- Must possess valid driver's license and a safe driving record.

Salary

- Minimum to Midpoint of pay range: \$18.75 to \$23.86 per hour
- Commensurate with training and experience

Application Process

- Posting 2914P
- Full job description is on the City of Columbia HR website; www.gocomojobs.com.
- Applicants must complete the on-line application at www.gocomojobs.com and attach a resume and cover letter.
- Deadline to apply is December 9, 2022.

Notice to Applicants

- Individuals needing accommodation to apply may call 573.817.6445 or TTY: 711 (MO Relay).
- City of Columbia is a merit, affirmative action, equal opportunity employer: male/female.
- City of Columbia requires pre-employment drug testing.
- City of Columbia participates in the federal E-Verify work authorization program.