



## JOB DESCRIPTION

**TITLE: Recreation Administrator**

**EFFECTIVE DATE:** February 8, 2024

Department: Recreation

FLSA Status: Exempt

Reports To: Executive Director

Supervises: Recreation Staff

### **I. Job Summary**

Under the supervision of the Executive Director, the Recreation Administrator is responsible for the overall management of the Palama Settlement Recreation Division including:

- Program planning, implementation and evaluation;
- Supervision of staff;
- Developing and maintaining working relationships with community residents, organizations, resources, and patrons; and
- Recreation facilities and equipment

### **II. Essential Duties**

#### **A. Program Division and Oversight**

- Responsible for the development, planning, coordination, implementation and evaluation of the Division's sports and recreation programs, activities, and leagues.
- Ensures that all Division programs have goals, objectives, and measurable outcomes.
- Identify program staffing needs and make staffing assignments. Serve as program staff as needed.
- Oversees the preparation and distribution of Division and Program satisfaction surveys and ensures its collection and compilation by Division program staff.
- Works with the Fund Development staff in preparation of program funding proposals.

#### **B. Staff Supervision**

- Assists with updating job descriptions for Division staff.
- Participates in screening, interviewing, and hiring of the staff.
- Provides orientation, and on-going training, guidance and mentoring to Division staff.
- Assists staff in developing yearly goals and objectives in line with their job description. Meets quarterly to review staff performance and achievement of goals.
- Prepares probationary and annual employee performance appraisals for all Division staff.
- Prepares corrective action reports and counseling to Division staff as needed.

- Ensures that all agency and program procedures and policies are followed by staff and recommend appropriate action as needed to the Executive Director.
- Conducts weekly meetings with Division staff.
- Review, approve Recreational staff time sheets and submit in a timely manner.

#### C. Facilities

- Maintain and post a calendar of gymnasium, pool, and field usage on a weekly basis. Share/coordinate the schedule of program usage with the staff in charge of facility rentals. Follow agreed on procedures for reserving use of facilities.
- Oversees scheduling of Recreation Attendants for recreational facility rentals and usage, ensuring proper equipment setup and breakdown; facilities are secured at closing and facilities and equipment are kept clean and safe.

#### D. Volunteer Recruitment & Oversight

- Recruits, mentors and provide oversight of Division volunteers for coaches, team aides, program assistants, instructors and others needed support.
- Ensures all volunteers meet Agency requirements including completion of volunteer applications, background clearance and documentation of any certification to meet requirements of specific volunteer jobs.
- Provides orientation, training, and outline of duties for Division volunteers.
- Plans and implements recognition of volunteers.

#### E. Community Relations/Outreach

- Conducts outreach to neighboring schools and low-income housing projects to gather information of their needs and recruit recreational participants. Coordinate with Palama Settlement's Community Services Program for assistance as needed.
- Network with community associations, organizations, and schools as well as with community and business leaders to develop partnerships that promote Palama Settlement and the Division.
- Work with Palama Settlement's Marketing Coordinator to develop and distribute promotional materials regarding Division programs and services.
- Represent the Agency in a professional manner.

#### F. Administrative Duties

- Prepare and submit monthly Division reports to Executive Director on timely basis. Ensures that Program Managers/Supervisors complete monthly reports and updated data on a timely basis.
- Assists with development of annual Division and Program budgets. Ensures that Division and Program expenses are in line with approved budgets.
- Ensures that grant requirements are being met.
- Oversees the collection and maintenance of program participant database that includes basic demographic information and attendance.
- Attend monthly Managers' Meetings and or other agency meetings as needed.
- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance

are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report suspected cases of abuse or neglect to your supervisor.

G. Other Duties

- Coordinate transportation for participants as needed.
- Conduct regularly scheduled Recreation Division staff meetings.
- Participates in Agency-wide events and activities.
- Maintains own professional development.
- Other duties as may be assigned.

**III. Working Conditions**

A. Work Environment

- Workday environment will vary from office duty (located in gymnasium) to recreational activities on the gymnasium floor, outside basketball court or outside field. Driving 15 passenger van.

B. Work Hours

- Flexible, may include evenings and weekends.

C. Equipment Use

- Computer, fax and other office equipment, and athletic equipment. Proficient in Microsoft Office Suite (Word and Excel at the minimum), email, etc.

C. Mental and Physical Demands

- Must be well organized and able to deal with multiple tasks, interruptions, and deadlines.
- Must have strong critical thinking and sound decision-making skills.
- Able to work independently with some supervision.
- Able to lift and carry up to 40 lbs. and climb stairs.
- Able to work a flexible schedule, that may include afternoons/evenings and weekends as needed.

**IV. Minimum Qualification Requirements**

A. Skills/Knowledge

- Ability to provide supervision and management of staff, volunteers, participants, and parents in a professional manner.
- Strong background in organized sports including basketball, football, volleyball and/or aquatics either as a player or coach.
- Strong and professional written and verbal communication skills.
- Ability to communicate clearly and work with all age groups and members of varied ethnic/cultural groups.
- Knowledge of sports, equipment, and facility safety.

B. Education

- Bachelor's degree in recreation, physical education, human services, or related field from accredited college/university.
- *Master's degree preferred.*

C. Experience

- Minimum 3 years' experience working with youth and adults from diverse backgrounds.
- Minimum 2 years supervisory and administrative experience.
- Minimum 1 year instructing/teaching/coaching a recreational program.
- *Desirable Experience*
  - *Minimum 1 year experience in managing a major recreation and/or sport department in a community-based setting.*
  - *Experience in community outreach and public speaking.*

V. **Additional Requirements: (certifications, driver's license, etc. – if applicable)**

A. Valid Hawaii Drivers' License

B. Proof of Auto Insurance

C. Access to registered and insured automobile

D. Current CPR/First Aid Certification (or ability to obtain certification within 6 months of hire date)

E. Criminal background clearance

- Hawaii Criminal Justice Data Center
- National Sex Offender Public Registry
- National Criminal History Database