



Summer Recreation Center Manager Job Description

The position of **Summer Recreation Center Manager (SRCM)** has been created to provide for the safe and efficient operation of Big Trees Village Recreation Center from late May to Labor Day. The foremost responsibility of our staff and board members is fostering and promoting good relations with BTV members to maintain and strengthen member loyalty while promoting a positive, safe, fun and family friendly environment. The SRCM is in a key position for communicating and modeling this for our staff. Our Code of Conduct provides a framework for understanding the expectations of all staff.

The SRCM will be trained by the Office Manager and will assist with preparing for the season opening. Supervising and training the summer staff and being responsive to members and guests are the focus of this position. The Summer Recreation Center Manager reports to the President of the Board of Directors. Current First Aid Certification is required.

Duties include, but are not limited to the following:

1. Association Business

- Prepare for and attend Summer Board and Memorial Day/Labor Day member meetings.
- Create and foster positive relationships with members.
- Maintain confidentiality of BTVPOA business and contact information of staff and members.

2. Recreation Center Facility and Staffing

- In conjunction with the Board members and the Office Manager, plan and conduct a pre-season staff orientation.
- Ensure all staff responsibilities are clearly communicated and written instructions are posted and distributed to all staff in compliance with local, California, and Federal statutes.
- Manage lifeguards, front gate, and snack bar staff Schedule and manage Recreation Activities Coordinator (RAC), lifeguards, front gate and snack bar staff to ensure adequate coverage for all activities.
- Train and work with RAC, lifeguards, snack shack, and front gate staff to ensure that rules and procedures are followed and that professionalism is demonstrated at all times.
- Ensure that all employees, members, and guests comply with Recreation Center policies and rules.
- Manage inventory of snack bar, first aid, and cleaning supplies and submit a timely written list of needed items to the Office Manager.
- Establish and maintain employee records (certification cards, member complaints/commendations, disciplinary actions, etc.).
- Assist the Recreation Activities Coordinator to ensure that all member activities are staffed and recruited as needed.