

South Jordan City

Job Description

Title:	Recreation Manager	Effective Date:	10/26/25
Budget Code:	230270	FLSA Classification:	Exempt
Pay Grade:	GS20	Workers Comp:	Municipal

GENERAL PURPOSE

Responsible for providing leadership, direction, and oversight for the City's athletic programs, leagues, tournaments, and athletic-related community events. Oversees the planning, coordination, supervision, and evaluation of year-round youth and adult sports programs that promote community engagement, health, and inclusion. Ensures athletic operations, staffing, and partnerships are delivered safely, efficiently, and in alignment with City strategic priorities and departmental goals.

SUPERVISOR

Director of Recreation

POSITION(S) SUPERVISED

Recreation Program Supervisor

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

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Provide leadership, mentorship, and oversight for athletic programming staff to ensure safe, high quality, and inclusive sports opportunities for all ages and abilities.

Provide leadership in the planning, development, implementation, and evaluation of a wide range of athletic programs, leagues, tournaments, camps, and athletic-related community events.

Oversee recruitment, hiring, onboarding, and professional development of full-time, part-time, and seasonal staff.

Manage division budgets; monitor expenditures and revenues; track participation and cost recovery metrics; recommend budget adjustments or program enhancements as needed.

Coordinate with Public Works, Parks, and other City divisions to ensure effective athletic field and facility operations, including communication of scheduling needs, field conditions, maintenance priorities, and capital improvement recommendations.

Develop and maintain strong partnerships with local leagues, schools, sports organizations, and sponsors to expand athletic offerings and community impact.

Provide leadership and oversight of athletic-related community events such as tournaments, workshops, races, and recognition programs.

Work collaboratively with the Grants and Sponsorship Coordinator to secure and manage alternative revenue sources such as sponsorships, grants, and donations to support athletic programs and special events.

Oversee contract administration for officials, vendors, instructors, and third-party organizations in compliance with City purchasing and risk management policies.

Collaborate with the City's Communications team to develop and implement marketing strategies that promote athletic programs and events.

Ensure program and event operations adhere to safety standards and emergency procedures; respond promptly to incidents or concerns.

Provide timely and professional responses to patron inquiries, complaints, and feedback, fostering positive community relations.

Analyze trends, community feedback, and participation data to guide program planning, resource allocation, and long-term athletic development strategies.

Represent the Recreation Department at City meetings, interdepartmental workgroups, and regional collaborations related to athletic programming.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree in Recreation Management or related field.

AND

B. Three (3) years of experience as a recreation program supervisor or related field.

OR

C. An equivalent combination of education and experience.

2. Special Qualifications:

Valid Utah Class D Driver License

Certified Parks and Recreation Professional (CPRP) Preferred

Certified Youth Sports Administrator (CYSA) preferred

CPR/First Aid Certification

3. Knowledge, Skills and Abilities:

Knowledge and background of recreational programs. General knowledge and experience in supervision and training of staff, performance management, planning, prioritizing, and organizing a complex workload. Excellent public relations skills and communication skills.

Ability to establish and maintain effective working relationships with co-workers, the public, and other departments and agencies; ability to give and follow written and oral instructions; ability to effectively present information and respond to questions from groups of customers and employees.

Knowledge of public administration principles, budget management, and cost recovery strategies.

Ability to plan, organize, and evaluate diverse athletic programs and events.

Proficiency with recreation management software, Microsoft Office Suite, and online registration systems.

Ability to work irregular hours, including evenings, weekends, and holidays as required by program or event schedules.

4. Working Conditions:

Intermittent exposure to stress as a result of human behavior.

Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. The employee is occasionally required to use hands to handle, fingers to feel or operate objects, tools, or controls and reach with hands and arms. Mental application utilizes memory for details, verbal instructions and discriminating thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Recreation Manager	EEO-4 Class:	Para-Prof
Location:	Community Services Programs	EEO-4 Class:	Serv/Maint
Group/BU:	General Pay Plan	Job Match Code:	