

South Jordan City

Job Description

Title: Community Center Manager
Org: 100250
Pay Grade: GS20

Effective Date: 5/7/2025
FLSA: Exempt/Admin
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of administrative and management duties related to the development, delivery, and evaluation of senior services, Community Center operations, and programs. Monitor division budget, oversee ongoing day to day Community Center activities and staff.

SUPERVISOR

Director of Recreation

POSITION(S) SUPERVISED

Community Center Customer Service Assistants
Driver
Kitchen Aide
Senior Program Coordinator

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Manage the selection of personnel for the division; train, motivate, and evaluate personnel assigned to the division; work with employees to correct deficiencies; and resolve personnel problems; coordinate and review workflow, products, methods, and procedures.

Work with Recreation Department program coordinators to effectively implement a variety of activities for all ages at the Community Center.

Initiate and maintain contact with related agencies, organizations and businesses; stay current with issues affecting senior citizens and general recreation.

Listen to and resolve public complaints, questions, etc.; respond to questions and concerns by referring individuals to appropriate personnel for assistance. Retrieve messages and return calls when appropriate.

Prepare division reports; evaluating, and revising processes to improve effectiveness. Keep current and accurate program records; submit reports in a timely manner.

Maintain division employees work schedule and responsible for division's employee timecard approval process.

Manage scheduling, rating applications, interviews and training of staff.

Coordinate and train part-time, full-time, and volunteer positions at the front desk and facility.

Work daily with the senior population, some of which may have special needs, to assist in center activities.

Foster a welcoming environment for all patrons.

Analyze and organize office operations and procedures such as bookkeeping, information management, filing systems, requisition for supplies and other clerical duties. Responsible for community center contract management.

Formulate procedures for systematic retentions, protection, retrieval, transfer, and disposal of records.

Transport patrons to approved destinations using a City vehicle, when needed.

Occasionally perform light custodial duties as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Bachelor's degree from an accredited college or university with major coursework in Recreation Management or related field.

AND

C. Four (4) years of progressively responsible experience working in a related position with at least two (2) years in a supervisory capacity.

OR

D. An equivalent combination of education and experience.

2. Special Qualifications:

Valid Utah Class C Driver License

Valid Utah Food Handler's Permit, preferred

Certified Parks and Recreation Professional (CPRP) preferred

Valid First Aid and CPR Certification within 6 months of hire

3. Knowledge, Skills, and Abilities:

Knowledge of telephone operations and procedures; basic public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of standard office equipment; some knowledge of basic mathematics; knowledge of principles and procedures for implementing and directing community services or recreation activities.

Skill in communicating both verbally and in writing; skill in interpersonal conflict/dispute resolution methods and organization and implementation of programs and activities in a professional manner.

Ability to operate a personal computer and Microsoft products.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively in front of groups of customers and employees.

Ability to apply common sense and follow instructions furnished in written, oral or diagram form. Understand concepts, methodologies, and tools pertaining to the organizing, tracking, and reporting aspects of project management.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; effective working relationships with supervisors, co-workers, and the public.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Ability to work irregular hours (M-F, Weekends). Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

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:	Community Center Manager	EEO-4 Class:	Adm Support
Location:	Senior Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	775