



Position Notice
RECREATION DEPARTMENT
RECREATION MANAGER

The Pinedale Aquatic Center is seeking a Recreation Manger.

The Recreation Managers works with the Recreation Coordinator in developing, implementing, and coordinating programs for PAC and within the school and public communities. The Recreation Manager will also be responsible for coordinating youth sport programs, special events, and seasonal youth camps and outdoor programs as well as assisting in climbing wall training, maintenance and programming. Applicants must be bold and creative, confident in making decisions and dealing with the public, a proactive communicator, and bring strong leadership to the recreation team. A strong background in organizing and planning/participating in traditional sports is required.

Supervised by:
The Recreation Coordinator

Terms:

Hourly wage is \$21.51, 40 hours per week, twelve months per year. This position is full-time with a complete benefit package. Hours will include evenings, weekends and some holidays.

PAC IS A DRUG FREE WORKPLACE. EMPLOYEE TESTING WILL INCLUDE: pre-employment, post-accident, random, reasonable suspicion and return to work testing.

Application and Deadline:

Applications will be accepted until noon on April 14, 2017

Returned Application packets must include the **PAC Application and Questionnaire, Resume, Letter of Interests/Cover Letter, degree verification, relevant certifications, and at least three letters of recommendation.** Incomplete applications will not be considered.

Completed applications can be submitted via USPS mail, faxed, or emailed to the contact information below.

For Application Packet and More Information—visit the website at www.pinedaleaquatic.com, or stop by PAC Guest Services.

For More Information or Questions Related to This Position, please contact:

Amber Anderson, PAC Recreation Coordinator
Pinedale Aquatic Center
P.O. Box 1480
535 N. Tyler Ave.
Pinedale, WY 82941
307-367-2832, ext. 6248
aanderson@pinedaleaquatic.com



JOB DESCRIPTION: RECREATION MANAGER

The Recreation Manager works with the Recreation Coordinator and the other Recreation Manager in developing, implementing and coordinating programs within the school and public communities. They will also help to organize and facilitate special events for youth and adults and will oversee classes and activities in all areas of PAC, including off-site locations. The Recreation Manager will facilitate special groups such as after school programs, day camps, seasonal youth and adult sports leagues, clinics and competitive tournaments in coordination with the Recreation Coordinator. They may work a varied schedule to include early mornings, evenings, weekends and holidays.

Supervised by: Recreation Coordinator

Supervises: Recreation Aides, Climbing Wall Belay Staff and Fitness Instructors

Essential Job Duties:

- Assists Recreation Coordinator in the development, organization, implementation and maintenance of recreation activities and special events.
- Maintains participant records and program files as directed by the Recreation Coordinator.
- Attends trainings and conferences as appropriate.
- Assists in the upkeep of the walking track, climbing wall, racquetball courts, gymnasium and outdoor courts in conjunction with the maintenance crew and the Recreation Coordinator.
- Assists in creating promotional materials for PAC along with the Recreation Coordinator.
- Provides leadership and support for PAC special events.
- Helps to develop and maintain a certification program to train staff who will supervise patrons on the climbing wall. Assists in providing regularly scheduled in-services to ensure staff stay current.
- Helps to develop and maintain a certification program to train patrons to belay other patrons on the climbing wall. Schedules regular belay clinics to ensure patrons stay current in their climbing certification.
- Plans, schedules and facilitates in-service trainings for volunteer coaches and referees as needed.
- Assists in the management and coordination of Fitness Instructors for relevant classes.
- Participates in the development, recommendation and implementation of goals, objectives, policies, procedures and priorities for recreation areas of PAC and identifies resource needs.
- Assists other PAC Team Members when needed (e.g., lifeguarding, child care, swim lessons)
- Assists Recreation Coordinator to coordinate activities with outside entities and community organizations.
- Assists Recreation Coordinator to prepare data and present reports as required.
- Performs other appropriate duties as assigned by the Recreation Coordinator or PAC Director.

Qualifications:

- Education: High School graduate, preferably with a college degree in Recreation Programming or related field or any equivalent combination of education and experience, which provides the required skills, knowledge and abilities.
- Rock climbing and/or climbing wall experience highly desirable. Climbing certification preferred.
- Experience working with various age groups.
- Previous supervisory experience recommended.
- CPR/First Aid Certification or able to obtain within 90 days of hire date.
- Must obtain PAC Child Care Orientation within 90 days of hire date.
- Must possess Defensive Driving Certification or obtain within 90 days of hire date.
- Must pass background check.
- Must possess valid Wyoming driver's license.

Abilities:

- Must be able to demonstrate self-motivation in resolving issues without awaiting a directive.
- Must be able to accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English with the ability to keep patrons, subordinates, peers and supervisors informed.
- Must be able to manage a financial budget.
- Must be able to work efficiently and effectively as a team member within the department.
- Must be able to exercise independent judgment and critical thought.
- Must be able to maintain courteous and effective working relationships with the public and coworkers.
- Must be able to supervise and lead subordinates.
- Must be able to work in a fast-paced environment.
- Must possess excellent skills in organization of time and responsibilities with the ability to handle a number of program schedules and time commitments.
- Must possess mathematical skills to handle required calculations of staff hours, time sheets and various records.
- Must possess computer knowledge including Microsoft Office, Word and Excel with the ability to learn new programs.
- Must have knowledge of sports and rules of play.
- Must be able to format and schedule leagues and tournaments.
- Must be able to perform, without additional assistance, all physical movements necessary for office administration.
- Must be able to lift 50 pounds.
- Must be able to participate in vigorous, aerobic activity on a daily basis.

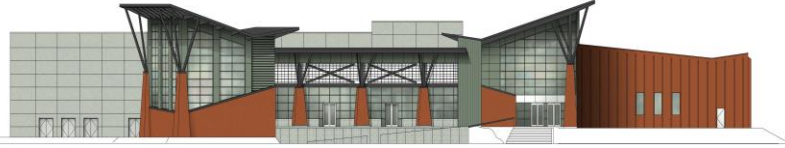
I, _____ have read the above job description for the Pinedale Aquatic Center Recreation Manager position. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date



***PINEDALE AQUATIC
CENTER***

P.O. Box 1480
Pinedale, WY 82941
(307) 367-2832
Fax (307) 367-3447

APPLICATION FOR EMPLOYMENT

It will be the responsibility of the applicant to complete all the necessary forms and applications for the specific position or positions for which he/she is applying. This includes this signed, completed application form and job specific questionnaire, résumé, at least three letters of recommendation, and any other specified documentation.

Please remember that failure to complete this application accurately may remove you from consideration for employment or may result in termination of employment.

Position applied for _____ Date _____

Name _____
Last First Middle

Street Address _____

Mailing Address _____

City, State Zip Code

Telephone(s) Home: _____ Work: _____ Cell / Other: _____

Are you legally eligible for employment in this country? Yes No

If you are currently employed, may we contact your present employer? Yes No _____

Date you are available to work? _____

Are you willing to come to Pinedale for an interview? Yes No

AN EQUAL OPPORTUNITY/ADA EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview should notify a the Administration Office – 307-367-2832 x 6234

Education

Degree/Diploma	Name & Address of School	Years	
		Completed	Received
High School			
College/Universities			
Graduate/Professional			
Other (Specify)			

Experience

From	To	Employer	Telephone
Job Title	Address		
Contact Person	Summarize the nature of the work performed		
May we Contact for a Reference?			
Reason for leaving?	Hourly Rate/Salary		
		Start \$ _____ per _____ Final \$ _____ per _____	

From	To	Employer	Telephone
Job Title	Address		
Contact Person	Summarize the nature of the work performed		
May we Contact for a Reference?			
Reason for leaving?	Hourly Rate/Salary		
		Start \$ _____ per _____ Final \$ _____ per _____	

From	To	Employer	Telephone
Job Title		Address	
Contact Person		Summarize the nature of the work performed	
May we Contact for a Reference?			
Reason for leaving?		Hourly Rate/Salary	
		Start \$ _____ per _____ Final \$ _____ per _____	

From	To	Employer	Telephone
Job Title		Address	
Contact Person		Summarize the nature of the work performed	
May we Contact for a Reference?			
Reason for leaving?		Hourly Rate/Salary	
		Start \$ _____ per _____ Final \$ _____ per _____	

Certifications and Other Skills

Identify software programs you are proficient in:

List Relevant Certifications:

Indicate any foreign languages you can speak, read and/or write: _____

List any other additional information you would like us to consider: _____

References

Name	Contact Telephone Number(s)	Relationship

Applicant Personal Information

Are you able to perform the essential functions required of the position for which you are making application, with or without accommodations? Yes _____ No _____

Are you will to attend an interview in the district? Yes _____ No _____

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, attempted murder, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude or has any court received a plea of guilty or a plea of nolo contendere from you? Yes _____ No _____ If yes, please explain.

1. Have you ever been dismissed or asked to resign from any job? Yes _____ No _____ If yes, please explain.

2. Have you ever been convicted of any felony or sentenced or received a deferred prosecution or probation for any charge including any crime relating to child abuse or neglect, or any crime relating to sexual abuse of a minor? Yes _____ No _____. If yes, please explain:

Pinedale Aquatic Center is located on the campus of Sublette County School District #1, Pinedale, Wyoming, and is the competition venue for the school district. The Sublette County School District #1 works in partnership with the Pinedale Aquatic Center to provide facilities for some physical education and enrichment activities for students. Therefore, pursuant to the provisions of W.S. 21-7-401, any person who is hired by the Pinedale Aquatic Center is required to submit to fingerprinting and to provide such other information as is necessary to acquire a national criminal history background check. Are you willing to submit to a background check? Yes _____ No _____

Are you prevented from being lawfully employed in this country because of visa or immigration status? Yes _____ No _____ Proof of citizenship or immigration status will be required upon employment.

Applicant's Authorization and Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that my application will be on file for one (1) calendar year. I understand that it is my responsibility to keep data on my application current during that calendar year.

In the event of my employment, I understand that false or misleading information given in my applications or interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I authorize the Pinedale Aquatic Center to obtain information about any criminal records I may have. I also authorize all governmental agencies to provide information to the Pinedale Aquatic Center about any criminal record I may have. I understand that the Support Applicant Background Information inset that contains the sections Employment History, Personal References, Education / Training, and Other Qualifications is a part of this application. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or other documents submitted to the Pinedale Aquatic Center will be sufficient cause for this application not to be considered by the Pinedale Aquatic Center or for dismissal, if I have been employed.

I authorize the Pinedale Aquatic Center to check my references, to obtain information from my prior employers and educational institutions, to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize the release of any and all information or records maintained by the Wyoming Department of Family Services. I authorize my listed references, past employers, educational institutions, and anyone else who has information about my work history, education, qualifications or fitness, to provide such information to the Pinedale Aquatic Center. I release the Pinedale Aquatic Center and all persons providing information to the Pinedale Aquatic Center from any liability whatsoever for obtaining and providing that information.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. I understand as "Employment at Will" as a legal doctrine, which allows employees to end their employment with Pinedale Aquatic Center at any time. Likewise, Pinedale Aquatic Center may discharge the employment of a employee at any time.

Signature of Applicant

Date



**RECREATION DEPARTMENT
RECREATION MANAGER
QUESTIONNAIRE**
Addendum to PAC Application

Please use an additional sheet of paper to type your response to the following statement. Be sure to include your answer to this QUESTIONNAIRE when submitting your completed application.

1. *What is your philosophy in working with youth?*
2. *You are the event coordinator for a 5K fun run that utilizes town streets. Provide a detailed planning outline including time lines for your event planning.*