



Title:	BSCO Recreation Manager	Job Category:	Full Time
FLSA Status:	Non-Exempt/salary	Position Type:	Year Round
Reports To:	BSCO Fitness and Wellness Manager	Supervises:	N/A
Start Date:	Summer 2022		
Expected Schedule:	Flexible with scheduling. Willing to work evenings, holidays and weekends.		
Responsibilities:	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Assist in the implementation of youth and adult sport leagues & programs that promote retention of existing members and engage new members. • Assist in the supervision of staff, league managers and coaches to ensure they are always following all safety and policy regulations. • Organize and manage setup for pick up sports and teen after-school activities. • Responsible for league/program quality and ongoing league development. • Responsible for organizing, entering into RecTrac and communicating with the BSCO staff all reservations for fields, facilities, and parks. • Assists BASE Fitness & Wellness Manager with all recreation-oriented tasks. • Assist with assessing and maintaining BASE fitness equipment. • Support group fitness and wellness programming with scheduling, social media posting, room/gymnasium setup, and outdoor seasonal activities (Hike Big Sky, Glide Big Sky, Bike Big Sky, Toddler and Parent Playtime). • Create standard operating procedures for planning and implementing league sports. • Assist with special events including but not limited to league tournaments, sports camps, BSCO fundraising events and races/runs, Winterfest, and Community Day. • Establishes and maintains good relationships with volunteers, staff, members, program participants. • Serve as a mentor and leader to young children, teenagers, adults, and seniors. 		

POSITION SUMMARY

The BSCO Recreation Manager will oversee athletic leagues within the BSCO and assist outside league managers and coaches. This Manager will also assist with the upkeep of BASE fitness equipment and assist with fitness and wellness programs. He/She must display passion for fitness and wellness and has exceptional communication and time-management skills. The BSCO Recreation Manager also ensures safety protocols are followed by passholders and league participants.

EDUCATION AND EXPERIENCE

- CPR and First Aid Certified
- Fitness certifications and/or the willingness for professional growth in the fitness industry

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Must possess knowledge of sports and/or experience coaching sports/leagues
- Must have ability to organize groups of people effectively.
- Must have exceptional communication and service recovery skills.
- Must have ability to work independently and manage several projects simultaneously.
- Must be able to work outdoors in variable weather conditions and extreme temperatures.
- Must be able to work in a moderately noisy environment.
- Must be able to maintain high activity, frequently stand, walk or run during the workday or for long periods of time. Must be able to lift a minimum of 50 pounds without assistance.
- Must possess excellent interpersonal and customer service skills.
- Have good computer skills with interest in marketing/social media posts.
- Ability to work with a team.
- Ability to work effectively and diplomatically with people of diverse interests and personalities.
- Have a valid driver's license and good/ clean driving record
- Ability to keep neat and accurate records and reports with great attention to detail.

DISCLAIMER AND ACKNOWLEDGMENT

This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list. In signing this form, I understand the position's requirements and I acknowledge that I can perform these essential job functions satisfactorily, as outlined above.

Employee's Signature

Employee Name (*print*)

Approved By:

Last Updated By: