



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Recreation and Community Programs Manager
DEPARTMENT: Parks and Recreation
DIVISION:
SUPERVISED BY: Department Director

JOB SUMMARY/OVERVIEW OF THE POSITION: The Recreation and Community Programs Manager provides supervisory and administrative leadership in the operation of a section of the City's event and recreation system or designated amenities. Under the guidance of the Director of Parks and Recreation, this position oversees recreational programming, maintenance, concessions, budgeting, revenue collection, and community engagement. The role is responsible for planning, implementing, and evaluating a wide range of recreational programs and services to meet community needs, while supervising staff and ensuring safe, efficient, and compliant operations. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Responds to public inquiries by phone, email, and in person.
- Plans, directs, and manages a wide range of parks and recreation programs, services, and events — including athletics, festivals, concerts, fairs, tournaments, therapeutic programs, and related recreation personnel.
- Prepares or assists with the preparation of the annual operating budget.
- Develops weekly work schedules and supervises staff in maintenance, programming, security, and recreational services.
- Oversees revenue collection from admissions, events, and programs; prepares financial reports and recommends improvements to maximize efficiency and service quality to Director.
- Enforces recreation and program rules, regulations, and fee schedules; explains policies to the public and ensures compliance.
- Conducts regular inspections of recreation areas and facilities; identifies operational or safety deficiencies and issues corrective directives to their staff.
- Prepares and maintains records on attendance, revenue, inventory, and facility operations.
- Reviews and approves requisitions for materials and supplies; manages purchasing and budget records.
- Develops and implements inclusive recreational opportunities for individuals with disabilities.
- Engages with community groups and stakeholders to assess needs, promote programs, and strengthen public relations.
- Participates in staff recruitment, hiring, training, supervision, and evaluation.
- Assists in citywide and cross-division initiatives as assigned.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of the principles, objectives, and benefits of public recreation programs.
- Familiarity with park operations, facility maintenance, and safety standards.
- Awareness of current trends in parks and recreation management.
- Ability to prepare, administer, and analyze budgets.
- Skill in supervision, staff development, and organizational management.
- Knowledge of applicable regulations, policies, and facility-use laws.
- Proficiency in financial management, revenue collection, and grant administration.
- Strong problem-solving, conflict-resolution, and customer service skills.
- Effective communication skills, both written and verbal; ability to interpret policies clearly.
- Ability to manage large community parks and prepare operational reports.
- Ability to establish and maintain effective relationships with diverse community members, elected officials, coworkers, and volunteers.
- Competence with office equipment, small tools, and computer software (word processing, spreadsheets, databases, etc.).

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with or without corrective device), good hearing (with or without corrective device), ability to lift and load 35lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

Education & Experience

- High School Diploma or equivalent required. Associate or bachelor's degree, preferred.
- Minimum of one (1) year of supervisory experience in parks and recreation facility management, or an equivalent combination of education, training, and experience (such as higher education coursework or certifications).

Licenses & Certifications

- Valid Florida Driver's License.
- CPR/First Aid Certification (must obtain within 6 months of hire).
- Preferred: Certified Parks and Recreation Professional (CPRP) from the Florida Parks & Recreation Association.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: See current pay scale