



Salt Lake County Job Description

Adaptive Recreation Manager

DEPARTMENT: Community Services

DIVISION: Recreation/3640

JOB CODE: 096 **GRADE:** 014

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 04/01/2011

SAFETY SENSITIVE: No

JOB SUMMARY

Plans, promotes, coordinates, and evaluates programs designed to provide equal or equivalent opportunities for individuals with permanent disabilities to participate in youth and adult recreation programs.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Therapeutic Recreation, Parks & Recreation, Adaptive or Special Education, Physical Therapy, Occupational Therapy, Social Work or a closely related field; OR an equivalent combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

A valid Driver's License issued by the State of Utah is required to operate a vehicle at the time of hire.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Plans, promotes, coordinates, and supervises youth and adult recreation and leisure-time programs for individuals with permanent disabilities.
- Identifies the needs and feasibility of current and future programs.
- Reviews and evaluates assigned programs, services, and events.
- Prepares budget documentation for review and approval.
- Recommends and/or makes purchases of program goods and services. Maintains and controls inventory.
- Participates in hiring, training, supervising, evaluating, and terminating subordinate employees.
- Coordinates the use of facilities and equipment and assists in identifying and coordinating maintenance and repair.
- Participates in job-related committees, sub-committees, and professional development activities.
- Provides effective customer service. Reconciles program and patron complaints and respond to sensitive issues with general guidance from supervisor.
- Manages multiple programs at multiple locations simultaneously.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Best practices in therapeutic recreation
- A variety of specialized sports—Paralympic Sports, Special Olympic Sports, and Hearing Impaired/Deaf Sports
- Inclusion
- Socialization activities
- Americans with Disabilities Act (ADA) and reasonable accommodations
- Word processing, desktop publishing, spreadsheets, and other related software
- Public relations principles and techniques
- Effective public relations and customer service skills

Skills and Abilities to:

- Communicate effectively both verbally and in writing
- Organize and prioritize a variety of projects and tasks in an effective and timely manner to meet critical deadlines
- Effective problem solving skills
- Establish and maintain effective working relationships with co-workers, public, and other departments or organizations
- Work under stressful situations and stay calm
- Prepare and administer budget, maintain records, and prepare reports
- Delegate tasks and give staff appropriate direction to complete assigned tasks
- Supervise and train subordinate staff

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 3/26/2014/ DW