



CATSKILL RECREATION CENTER

651 County Highway 38, Arkville, NY 12406

845-586-6250 (Fax 3511) www.catskillrecreationcenter.org

POSITION: Assistant Director

TYPE: Full-time hourly – 40 hours a week.

SUMMARY

Under the direct supervision of the Executive Director, this individual is responsible for assisting the Executive Director with the management of the Catskill Recreation Center (CRC). The role encompasses recruitment, supervision, development, and scheduling of staff, programming, events organization, fundraising, facilities management, and social media. A key component of the role is to maintain the SWEAT values of the CRC amongst the current and future staff.

S.W.E.A.T.

Safe - Safety is our top priority. We're proactive, vigilant and responsive.

Welcoming - We aim to make everyone feel a sense of belonging, by being kind, friendly and approachable.

Encouraging - We actively support and inspire members to reach transformative fitness and wellness goals.

Accepting - We treat everyone with respect, creating an environment that is inclusive, diverse and accessible.

Together - We're a team that communicates effectively. We work hard and support each other.

ESSENTIAL RESPONSIBILITIES/PRINCIPAL ACTIVITIES

Outcomes

1. CRC Membership and donor databases will be accurate and up to date.
2. The Executive Director will be supported in Fundraising, HR, Finance, Marketing, and Programming.
3. The CRC website and Group Exercise Schedule will be kept up to date.
4. The CRC social media platforms will be regularly updated.
5. Volunteers will be recruited, supported, and recognized.
6. Operations will be adequately staffed at all times.
7. CRC will apply for all available grant opportunities.
8. Events will be well-planned and will run as smoothly as possible.

Authorities

- Take any necessary action to ensure legal and regulatory compliance.
- Schedule staff to meet operational needs.
- Maintain confidential personal records.
- Approve expenditure within budget guidelines.

- Post to CRC social media accounts.

Duties

Management

1. Managing and maintaining membership and donor databases.
2. Maintain and provide staff training for membership database and related software systems (Mail Chimp, EZ-Facility, Excel.)
3. Organizing staff and volunteers at events, including two significant bike events.
4. Support the Board and its committees with scheduling and reporting.

Staffing

5. Supervise, guide, and instruct employees on assignments and responsibilities in cooperation with the Executive Director.
6. Up-to-date and consistent HR administration.
7. Schedule staff every week and ensure there is a manager in the building at all times.
8. Ensure the staff demonstrates the CRC SWEAT values.

Finance

9. Grant funding and projects will be budgeted and reported.

Fundraising

10. Assist in writing grant proposals at local and state level.
11. Identify new grant opportunities.
12. Prepare supporting documentation for grant applications.
13. Assist with meeting local politicians.
14. Attend Town Hall meetings.
15. Manage and implement selected events.

Marketing and Promotion

16. Work with the Executive Director to develop and implement an annual marketing plan.
17. Maintain social media content strategy across all social media platforms.
18. Work with the Executive Director to update promotional material and newsletter.

Program Coordination

19. Work with the Executive Director to create an annual program calendar with weekly, monthly, and annual classes and events.
20. Maintain a current group exercise schedule for both pool and dry land classes.
21. Develop new classes and programs that help generate revenue while serving the community.
22. Update and implement event plans.

PHYSICAL DEMANDS

- Interact with members and staff.
- Able to swim 300 yards without stopping, tread water for two minutes without using your hands, and pick a 10lb brick off the bottom of the pool and swim it to the shallow end.
- Be able to lift up to 50lbs.
- Ability to be active both on land and in the water.
- Able to multi-task and shift duties, e.g., from grant writing to working on Excel spreadsheets, while greeting customers and answering the telephone.

REQUIRED

- Bachelor's Degree required in a related field such as Marketing, Recreation Programming, Health and Fitness.
- Three to five years of experience working in the field of Recreation Programming, Health and Wellness, and/or Aquatics.
- Strong background in positive customer relations.
- Experience utilizing and developing Microsoft Word and Excel documents.
- Experience utilizing social media platforms.

DESIRED

- American Red Cross Lifeguard Management Certification (will assist with training.)
- Water Safety Instructor Certification.

WORK ENVIRONMENT

- The noise level can be moderate to loud at times.
- Early morning, weekend, and evening work is expected, with the flexibility to fill in and assist when needed.

Please note:

- This description doesn't include everything: It doesn't list every task you might do on the job or mention every skill or qualification you might need.
- The description can change: The CRC can update this description later if the job changes, such as adding new responsibilities or requiring different skills.

For more information about the Catskill Recreation Center and its programs, go to catskillrecreationcenter.org or call Simon Orr at 845-586-6250.

Effective date: 03/02/24