POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA

POSITION: **Recreation/Sports Manager**
DEPARTMENT: **Parks and Recreation**
WORK SCHEDULE: **As Assigned**
JOB CATEGORY: **PAT (Professional, Administrative, Technological)**

DATE WRITTEN: March 2024 **STATUS: Full-time**
DATE REVISED: April 2026 **FLSA STATUS: Exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

The incumbent serves as Recreation/Sports Manager for the Decatur County Parks and Recreation Department and is responsible for organizing recreational services and activities, promoting, selling, and booking sporting events, and supervising staff. This role includes developing, documenting, evaluating, improving, and executing processes within the Recreation/Sports Department, directing day-to-day office operations, and overseeing all budgets related to the Decatur County Community Pool, sports programs, and tournaments. The manager is expected to maintain strong working relationships with sport associations, volunteers, community members, partners, and local businesses, while providing the community with high-quality parks and recreation services delivered in a professional and friendly manner.

DUTIES:

Oversees the management, implementation and continuous improvement of the programming for the Decatur County Youth Sports Complex, Decatur County Community Pool, The Armory Gym, Kohler Park, Sports Programs, and Tournaments. Develops, documents, evaluates, improves, and executes processes within the Recreation/Sports Department.

Supervises and directs recreation/sports division staff, including recruitment, training, assignment of work, disciplinary action, and evaluation of work performance. Directs the day-to-day office operations.

Works directly with Executive Director and Maintenance Supervisor to plan and prepare yearly Capital Budget for Athletic Facilities, which includes equipment and projects.

Oversees, plans, and prepares yearly budget for Sports Programs, including budgets relating to the Decatur County Community Pool and sports events and tournaments. Consults with the Executive Director and Maintenance Supervisor during the planning process.

Monitors industry trends and best practices through active participation in professional organizations and by attending relevant conferences and workshops. Explores creative options to stay up on those trends and report those ideas to the Executive Director.

Maintains expenses at or below budget while monitoring revenue goals.

Meets regularly with Executive Director, Maintenance Supervisor & Food and Beverage Coordinator on daily operations and schedules.

Oversees the recruitment, selection and training for all vacant full-time, part-time, and seasonal positions within the Recreation/Sports Division.

Evaluates and maintains inventory of supplies and other items needed to carry out management plans in cooperation with the division Manager or Coordinator.

Works in cooperation with the Marketing Interns to maintain content of multiple social media outlets, website pages, and to advertise various sports programs, tournaments and events.

Works in cooperation with Executive Director to procure sponsorships for various sports programs, tournaments and events.

Maintains strong working relationships with sport associations, volunteers, community members, partners, and local businesses, while providing the community with high-quality parks and recreation services delivered in a professional and friendly manner.

Establishes, fosters, and maintains working relationships with multiple tournament organizations.

Recruits organizations for tournaments and camps, plans annual tournament and camp calendars, and contracts with the various organizations for the year.

Prepares and tracks invoices and payments for user groups, tournaments, camps and rental fees.

Prepares and presents Annual Report.

Promotes safety and quality in sports programs and tournaments.

Represents Parks & Recreation Department in a courteous, professional and friendly manner.

Prepares, implements, monitors, and reports on annual program goals and objectives.

Promotes tournaments, recreation programs, and activities in community by making speaking presentations.

Maintains calendars and implements website scheduling.

Performs various sports development/sales duties, including booking and servicing sporting events, maintaining database for accounts and prospects, meeting with local sports clubs and facility managers, participating in sports trade, tourism, and event associations, and hosting on-site visits/tours.

Develops written bids and/or presentations to event organizers and promoters, including preparing schedules for meetings and events, coordinating calendars, and booking events.

Creates various reports, including bookings/sales, business conversion, room nights, economic impact, and services.

Attends professional associations, meetings, and community events as assigned.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in Parks & Recreation, Sports Management, Business Administration, or a related field; and/or equivalent education and experience.

Ability to meet all hiring requirements including passage of a drug screening, background check, and medical exam.

First Aid/CPR/AED certified or the ability to do so upon hire.

Thorough knowledge of Department programs and services, with strong organizational, communication, problem-solving, and group management skills.

Working knowledge of standard office policies and procedures with computer skills including word processing, email, spreadsheets, Canva, social media, and Department-specific software, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling, and punctuation, with ability to prepare reports and correspondence.

Ability to supervise and direct assigned staff, involving orientation, training, and planning and delegating work assignments.

Ability to effectively communicate orally and in writing with co-workers, other County departments, organization planners, community organizations, educators, news media, various boards and commissions, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to plan and deliver presentations.

Ability to properly operate standard office equipment, including telephone, computer, copier, and calculator.

Ability to track invoices, count, compute, and perform arithmetic calculations.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Experience in Rec Desk or an equivalent Recreation Management Software

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to write proposals, contracts, promotional materials, mailings, and maintain organized files.

Ability to work extended hours, evenings, and weekends, and occasionally travel out of town for conferences, meetings, and workshops. Ability to respond to emergency situations on 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Work is highly complex and performed under the direction of the Executive Director with considerable latitude to exercise independent judgment.

III. RESPONSIBILITY:

The incumbent is responsible for the proper completion of assigned tasks where desired results are clearly indicated and exercises independent judgment in selecting and modifying programs and activities. Unusual problems or situations are discussed with a supervisor. The incumbent must be able to work effectively with internal and external customers as well as fellow

employees to maintain the highest possible standard of service, and is responsible for motivating, leading, and evaluating the performance of full-time, part-time, and seasonal staff.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, organization planners, community organizations, educators, news media, various boards and commissions, vendors, and the public, for the purposes of exchanging information, instructing, mentoring, and supervising.

Incumbent reports directly to Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in an office environment and outdoors including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing over 50 pounds, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, driving, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. When outside, incumbent walks on uneven terrain, works in wet/icy surroundings and extreme temperatures, and in noisy environments.

Incumbent is required to work extended hours, evenings, and weekends, and occasionally travel out of town for conferences, meetings, and workshops. Incumbent is required to respond to emergency situations on 24-hour basis.

Interested applicants should submit a resume and application to hr@decaturcounty.in.gov.

Decatur County is an Equal Employment Opportunity Employer

Posted: 10/27/26 Removed: 11/10/26