

Woodmen Hills Metropolitan District
Falcon, CO

Parks and Recreation Office Manager

Full – Time

Looking to hire a full-time Parks and Recreation Office Manager. Monday thru Friday 8:30-4:30 daily. Some Saturdays for special events.

Duties listed below are part and not limited to;

- Assures accurate financial reports are delivered to District office in a timely matter.
- Verify Petty cash reports and deposits are done in a timely manner
- Assist Park & Rec Director and all other directors, in yearly Budget process.
- Create monthly work schedules for subordinate staff; and be able to work a regular desk shift and to be able to cover any shifts not covered.
- Tracking time cards and assuring timely entry upon delivering to District.
- Attend monthly/weekly managers meetings when needed/requested as well as board meetings when needed/requested.
- Assist supervisors/leads in the development of recreation programs.
- Introduces new program activities, equipment and materials to staff.
- Order office supplies and guarantee department budget is in line with income and expenses for both CCW and RCE.
- Assist HR/ Administrative Director at District with any applicable paperwork.

- Complete new employee background checks and new hire paperwork to District.
- Bank deposits
- Reconciling all monies coming in and out of facilities.
- Completing all Purchase Orders and turning into District.
- Assist Park and Recreation Director with any needed help in the day to day operations of both facilities; to include making sure both facilities run in normal operation in their absence.
- Schedule sports leagues practices and games, find volunteer coaches, etc
- Monitor cleaning of facilities-
- Monitor Fob system at CCW
- Set-up Fees and Registration in Max Galaxy

To apply: Please email resume to Jedd@whmd.org