

FACILITY MANAGER

General Definition of Work:

FLSA Status: Exempt

Performs difficult technical and professional work supervising a recreation center; does related work as required. Work is performed under the general supervision of the Director of Parks & Recreation. Supervision is exercised over the center staff.

Essential Functions/Typical Tasks:

Supervising activities in a recreation center; enforcing rules; scheduling activities; maintaining records and files; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises participants utilizing recreation center, grounds and facilities; enforces center policies and rules; maintains order; plans, directs and supervises center programs and staff.
- Schedules center activities and ensures appropriate staffing levels are available for on and off site special events and programs.
- Prepares facilities for workshops, classes and special events.
- Supervises the playing of games at the center.
- Inspects equipment for condition and safety.
- Supervises after school and summer staff.
- Schedules repairs and maintenance to the building and facility.
- Prepares and administers center budget; purchases and requisitions products and services.
- Supervises transportation for the center staff and volunteers (as applicable).
- Attends staff meetings and assigned organization meetings; attends training and workshops.
- Handles routine administrative functions such as time and attendance and payroll records; maintains records and prepares a variety of reports.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the operation of a major recreation facility; general knowledge of table games, indoor and outdoor athletics and related rules and regulations; general knowledge of the principles and practices of recreation planning, programming and operations; ability to maintain order in a public facility; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with participants, associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, health, physical education or related field and considerable experience in program coordination.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

Special Requirements:

Possession of an appropriate drivers license valid the State of North Carolina; Must work nights, weekends, and holidays as required; CDL (P endorsement) preferred. Certified Parks & Recreation Professional (CPRP) preferred. CPR and First Aid certification required or the ability to obtain within the first six months of employment.

Carlton Metts

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New Bern, NC 28560
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Work Experience

Facility Manager

City of New Bern - New Bern, NC August 2007 to Present

- Supervise all facets of Recreation Center.
 - Plan and Budget facility and programs.
 - Manage departments computer program for facility calendar and program calendar.
 - Manage facility/program calendar.
 - Assist with Special Events and Recreation Programs.
 - Review new programs developed by recreation staff.
 - Evaluate programs by recreation staff.
 - Evaluate recreation staff.

Athletic Coordinator

City of New Bern - New Bern, NC February 2005 to August 2007

- Plan and implement Athletic programs for youth and adults.
- Programs included Youth Football, Adult Basketball, Adult Softball, and Kids Hooked on Golf.
- Increased participants in all programs.
- Increased the Kids Hooked on Golf program from a 1 week program to a two week program by doubling the number of participants from 25 to 50 boys and girls.
- Supervise and recruit volunteers.

Factory Worker

Urethane Innovators - New Bern, NC 2003 to 2004

- Prepare and pour large rollers and small parts from molds • Vacuum Form ABS Plastic to form parts.
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Youth Director

Twin Rivers YMCA - New Bern, NC August 1995 to 2003

- Plan and implemented youth programs.
- Programs included After School Program, Summer Camps, Kid Care and other youth programs.
- Recruit and hire volunteers and staff.
- Achieved Sr. Director status.

Education

Bachelor's in Parks and Recreation

University of North Carolina at Wilmington - Wilmington, NC
August 1993 to August 1995

Associate in College Transfer

Craven Community College - New Bern, NC
1988 to 1993

Skills

- Microsoft Office (10+ years)
 - Web Development (10+ years)
 - Marketing (10+ years)
 - Computer Skills (10+ years)
 - RecDesk (6 years)
- Budget Management (10+ years) • Budget Development (10+ years) • Facilities Management (10+ years)
- Scheduling

Awards

Melvin Jones Fellow - 2001; Sid L. Scruggs Award - Level 1 - January 2016; Sid L. Scruggs Award - Level 2 - July 2019; Sid L. Scruggs International President Award - September 2011 (This award given for my work after Hurricane Irene for the Craven, Pamlico and Carteret Counties as the Zone Chair NC Lions District 31H); International President Certificate of Appreciation - January 2019 (Was given for my work after Hurricane Florence as Region Chair for NC Lions District 31N.)

Volunteer Experience

Twin Rivers Lions Club President (2002, 2016, 2019), Twin Rivers Lions Club Vice President (2001, 2017), Twin Rivers Lions Club Secretary (2000), NC Lions Club District 31H & N Information Technology (2000-2014, 2016-Present), State Information Technology Chair (2000-2003, 2018-Present), NCRPA Member 2005-present, NRPA Member 2019, New Bern Girls Babe Ruth Softball Board Member (2004-present)
