



HYLAND HILLS

Park & Recreation District

POSITION OPENING

Assistant Manager – Adventure Golf & Raceway

Full-time Position

Salary Range: \$42,100 - \$58,900 per year

JOB DESCRIPTION

See attached job description detailing work environment and essential duties.

ABOUT HYLAND HILLS PARK & RECREATION DISTRICT

Hyland Hills Park and Recreation District, established in 1955, has the honor of being the first park and recreation district in the State of Colorado. Today, Hyland Hills serves nearly 110,000 residents in a 24 square mile area located in southwest Adams County and including: the areas of Westminster and Arvada located in Adams County; parts of Northglenn, Thornton, and unincorporated Adams County; and the City of Federal Heights.

BENEFITS

Medical, dental, vision, life insurance, AD&D, LTD insurance, flexible spending account, paid vacation leave, sick leave, personal leave, paid holidays, and a 401(K)-retirement plan.

APPLICATION REQUIREMENTS

A Hyland Hills Park and Recreation District application and a current resume are required – incomplete or missing applications/resumes may not be reviewed. Please include an email address for communication purposes.

The required District application may be picked up & returned to the address listed below or found on our website at www.hylandhills.org

Submit to hr@hylandhills.org or mail to Hyland Hills Park and Recreation District, 8801 N. Pecos St., Federal Heights, CO 80260, Attn: Human Resources

APPLICATION DEADLINE

This position will remain open until filled.



HYLAND HILLS

Park & Recreation District

JOB DESCRIPTION

Title of Position: ASSISTANT MANAGER

Department: Adventure Golf & Raceway

Reports To: Operations Manager

Dated: January 2022

Fair Labor Standards Act: Exempt Non-exempt

Pay Range: \$42,100.00 - \$58,900.00 per year

General Summary:

Assists the Adventure Golf and Raceway Operations Manager in overseeing management and operation of facility to ensure efficient and effective operation. Must possess a valid Colorado Driver's License.

Essential Duties & Responsibilities:

Facility Supervision/ Fiscal Management:

1. Responsible for the detailed day-to-day operation of the Adventure Golf & Raceway Facility.
2. Serves as acting manager in absence of the Adventure Golf Operations Manager.
3. Inspects the miniature golf courses, raceway and other attractions continuously. This includes maintaining daily, weekly, monthly, and yearly procedure and maintenance logs throughout the facility.
4. Assists with the Holiday Lights mini-golf event including coordination and supervision of lights installation and take-down, coordinating snow removal and daily operations of events.
5. Assist with all aspects of concessions operation/training including ordering, food prep, inventory, sanitation, and safety.
6. May assist in development of the budget with Adventure Golf Operations Manager.
7. Responsible for daily cash sheets and daily banks and to set up a log system to track all daily expenses and revenues in absence of Operations Manager.
8. Ensures Adventure Golf and Raceway is maintained to the highest levels as a safe and clean environment.
9. Responsible to implement and use proper accounting procedures.
10. Responsible for light maintenance and custodial work as necessary throughout the course of the day.
11. Trouble shooting problems required daily as it relates to customers, employees or facility maintenance
12. Responsible for the daily operations and maintenance as well as troubleshooting problems for point-of-sale systems.

13. Assist with the development and execution of the online and consignment ticket program and group sales assistance.
14. Other duties as assigned.

Personnel Supervision:

1. Assists Operations Manager with recruiting, training, supervision, and retention of part-time and full-time staff.
2. Schedules part-time staff weekly based on availability and park needs.
3. Assists Operations Manager with hourly payroll requirements.
4. Provides training for part-time staff including safety, maintenance, and customer service.
5. Helps coordinate monthly staff meetings.
6. Responsible for direct supervision of part-time staff.
7. Responsible for the design and update of an employee manual.
8. Responsible for the design and update of safety manual - Safety Operating Procedures.
9. Assist in the development and implementation of the track, bumpers, maze & ropes employee, and guest safety program.

Customer Service:

1. Delivers the highest level of customer service to guests with a positive attitude using courteous, patient, and assertive language.
2. Assists Operations Manager with the formation and implementation of a customer satisfaction program.

Knowledge, Skills, and Abilities Required:

1. Must be able to work evenings, weekends and holidays as required.
2. Must be able to work with minimum direction and supervision.
3. Must be a team player, enthusiastic, and self-motivated.
4. Must have CPR & First Aid training.
5. Must have ability to perform light maintenance and custodial work.
6. Adventure guide training/experience a plus.
7. Knowledge/Experience working with a teenage staff and parents a plus.
8. Must have or be able to complete YIPS training and Manger Serve Safe training.
9. Experience with Microsoft programs and ability to learn facility POS system as well as Paycom.

Working Environment/Physical Activities:

1. The work environment is a miniature golf course and go-kart facility with 70% of time-spent working outside on course and approximately 30% in an office environment.
2. Must be able to lift a minimum of 50 pounds to a height of 3.5 feet.
3. Must be able to work standing 80% of day.
4. Must be able to return to task with multiple interruptions throughout the day.
5. May be required to climb High Ropes course to hep with inspection/training.

Education/Experience:

College degree in business, recreation, or related field required. Minimum of two years related experience in a supervisory capacity required. Must possess a valid Colorado Driver's license.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.