



CITY OF ALBION

Office of the City Manager

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MEMO

TO: Honorable Mayor and City Council
FROM: Haley Snyder, City Manager
DATE: February 23, 2021
RE: City Manager's Report – March 1, 2021

YMCA Albion Programs Update – The Battle Creek YMCA is looking to hire an Albion Recreation Manager – a complete job description is attached and can be found on the city's website. The Albion YMCA kick-off program Fitness & Feature has been a success! A March program schedule has been attached.

Albion COVID Vaccine Clinic Workgroup– The city has been working with the Albion Healthcare Alliance and Calhoun County Public Health Department (CCPHD) to schedule micro (<300) COVID-19 vaccine clinics in Albion. The micro clinics will be closed clinics for certain populations (seniors 65+, healthcare workers, frontline essential workers, etc.) Individuals who fall under one of the eligible groups and would like the vaccine are encouraged to call the CCPHD – (269) 441-0912 to be put on the waiting list.

Information regarding COVID-19 and the vaccine can be found on the main page of the city's website under COVID-19 Info & Resources.

AEDC, DDA & Albion Chamber Service Agreement Update – The sub-group (Emily Verbeke, DDA; Herman McCall, AEDC; Amy Reimann, Chamber; Richard Lindsey & myself) have met a few times to develop the initial service agreement forming the new entity who would provide services to the DDA, AEDC & Chamber. The draft agreement has been reviewed by the City Attorney and all three (3) boards. Each board is working to identify the level of service needed from the new entity prior to City Council approval.

Albion Food Hub – The Albion Building Authority (ABA) closed on the sale of the Albion Food Hub (112 E. Erie Street) on Tuesday, February 23, 2021. The building was purchased by Ace Investment Properties. At this time, food distribution will continue from this location.

Out of Office – I will be out of the area March 3rd – March 7th.

City Hall Operations – City Hall's front lobby continues to remain open to the public Monday-Friday from 10a-3p. Residents are encouraged to continue to utilize the front drop box (**no cash payments allowed**) and online payment option for property tax and utility billing payments. Residents can call anytime during regular business hours to schedule an appointment to handle any other department business.



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JOB DESCRIPTION

Job Title: **ALBION RECREATION MANAGER**

FLSA Status: Non-Exempt

Status: Full Time

Reports to: Associate Executive Director

Department: Membership

Revision Date: 01/2021

POSITION SUMMARY

Under the supervision of the Director, the Recreation Manager assists in the supervision of sports staff and sports programming within Albion. The Recreation Manager manages participation and retention through assisting in the development and execution of sports programs to achieve strategic goals and provide outstanding customer service to all participants.

Job Responsibilities

- Assist in the implementation of youth and adult sports programs that promote retention of existing members and engage new members.
- Assist in the supervision of department staff and ensure they are always following all safety and policy regulations.
- Lead staff to support sports initiatives to achieve retention goals.
- Perform referee duties, coaching, and direction of sports programs as scheduled, or in order to provide substitution coverage.
- Maintain accurate sports schedules and procedures to provide maximum opportunities for member/staff connections.
- Collaborate with department leads to maximize enrollments in program registration and gym usage.
- Collaborate with the Associate Executive Director to coordinate regularly scheduled gym and equipment inspections to ensure proper and efficient working order at all times.
- Coordinate and schedule equipment maintenance and repairs. Purchase equipment, parts and supplies approved by the purchase requisition process.
- Monitor daily operations to adhere to all state, local and YMCA health and safety standards and policies.
- Ensure all staff are current with required certifications.
- Utilize available technology, reporting tools and data that enhance sports participation and member retention.
- Assist in the planning and execution of sports events at the Family Center.
- All other duties assigned by Management.

QUALIFICATIONS

- Associate's degree or equivalent required; sports management, recreation management, physical education or related field of study preferred. Bachelor's degree preferred.
- 1 - 3 years' experience in sports or customer service related field required.
- Must have knowledge and understanding of league rules as they apply to the sport being played.
- Current CPR/AED and First Aid certifications required.
- Excellent verbal, written and interpersonal communication skills.

- Excellent follow through actions regarding communication.
- Excellent problem-solving and analytical skills, as well as critical thinking ability.
- Excellent organization skills and attention to detail.
- Desire and ability to work with people of all ages.
- Demonstrated responsibility and dependability.
- Must exhibit patience, sensitivity and understanding.
- Must be willing to regularly work flexible hours, weekends and holidays.
- May be required to sit, stand or maintain physical activity for extended periods of time.
- May be required to work outdoors for extended periods of time.
- Must be alert at all times, keeping safety in mind.
- Must possess acceptable hearing and visual capabilities in order to monitor environment and members' well-being.
- May be required to sit or stand for extended periods of time while demonstrating manual dexterity in order to accurately work on the phone, computer keyboard, and other equipment.

Working conditions

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must be able to perform light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

DISCLAIMERS

- Must complete successful background screening, which includes criminal and drug screening.
- All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. The YMCA promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.
- This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Name of Individual: _____

Signature of Individual: _____

Date Role Accepted: _____

YMCA USE BELOW

Director Signature: _____

Date: _____

2021

March

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 6pm - Zumba	02 12pm - Band, Ball, Core	03 6pm - Cardio Drumming	04 12pm - Tabata	05 1pm - Fitness & Feature	06 11am - Step Class	07
08 6pm - Zumba	09 12pm - Band, Ball, Core	10 6pm - Cardio Drumming	11 12pm - Tabata	12 1pm - Fitness & Feature	13 11am - Step Class	14
15 6pm - Zumba	16 12pm - Band, Ball, Core	17 6pm - Cardio Drumming	18 12pm - Tabata	19 1pm - Fitness & Feature	20 11am - Step Class	21
22 6pm - Zumba	23 12pm - Band, Ball, Core	24 6pm - Cardio Drumming	25 12pm - Tabata	26 1pm - Fitness & Feature	27 11am - Step Class	28
29 6pm - Zumba	30 12pm - Band, Ball, Core	31 6pm - Cardio Drumming	01	02	03	04
05	06	Notes:				