



LEHI CITY POSITION OPENING

Recreation Assistant

CLOSING DATE: Wednesday, July 9, 2014

SALARY RANGE: \$10.25 per hour

GRADE: 4

STATUS: Part Time

DEPARTMENT: Legacy Center

JOB SUMMARY: Performs a variety of general administrative and routine supervisory duties as needed to coordinate the establishment, organization, scheduling and operation of recreation programs. This is a part time position with hours fluctuating from week to week, but will be mainly in the evening from 3pm-8pm. Hours can vary depending on the circumstances.

ESSENTIAL FUNCTIONS: Establish and function within established budget; plans, coordinates, implements and manages recreation programs and various events to meet the leisure/recreational needs of a diverse population; maintain proper procedure for all forms including registrations, rosters, daily reports, incident reports and program evaluations; assists with event set-up and break-down, and the daily management of programs; communicate with staff in order to successfully run programs and resolve issues and problems in a timely manner; recruit, train and motivate volunteers as needed for programs; evaluate staff members; publicize programs in relationship to brochures and flyers that will be sent to the community and local schools; establish relationship with media to insure publicity of upcoming events and submit news story ideas to local media.

MINIMUM REQUIREMENTS: Graduation from high school; current Utah Driver License; working knowledge, development, and operating of recreational programs; working knowledge of computers and various software application including spread sheets and word processing, etc.; working knowledge of basic first aid and safety procedures; ability to establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing.

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov** All applications must be turned in to Human Resources. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.