



LEHI CITY
RECREATION

LEHI CITY POSITION OPENING Recreation Coordinator

CLOSING DATE: The first review of applications is September 2nd. Position open until filled.

INTERVIEW DATE: Tuesday, September 8, 2015

SALARY RANGE: \$35,628 - \$42,753, DOE

GRADE: 12

STATUS: Full-time with Benefits

DEPARTMENT: Recreation Division, Leisure Services

JOB SUMMARY: Performs a variety of general administrative and supervisory duties as needed to coordinate the establishment, organization scheduling, and operation of recreation programs emphasizing participation and instruction in men's, women's, and youth sports

ESSENTIAL FUNCTIONS: As Recreation Coordinator, the expectations for this position are:

- Serves as a liaison to the community for the Legacy Center League Supervisor
- Plans, coordinates, implements and manages recreation programs and various events to meet the leisure/recreational needs of a diverse population
- Communicate with staff in order to successfully run programs and resolve issues and problems in a timely manner.
- 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
- Recruit, evaluate, train, and motivate staff and volunteers as needed for programs
- Responsible for equipment associated with various programs; keeps inventory and orders replacement and new equipment as needed
- Gives recommendations for the division budget; makes revenue projections; aides in the preparation of yearly calendar of Legacy Center activities
- 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.
- Reviews complaints, problems and concerns expressed by the public and makes recommendations accordingly; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed

This is intended to be a supervisory position although circumstances may at times require those with primarily organizational assignments to perform in additional capacities on an as needed basis.

MINIMUM REQUIREMENTS, SKILLS, and ABILITIES: A successful candidate will meet these minimum requirements:

- A. Graduation from college with a bachelor's degree in Recreation Management or closely related field
AND
- B. One (1) year experience performing above or related duties;
OR
- C. An equivalent combination of education and experience

A successful candidate will also have the followings skills and abilities:

- Considerable knowledge of methods, techniques, and philosophies of developing and operating a broad spectrum of programs; programming for all age groups in in the community
- Working knowledge of developing and successfully operating recreation leagues, establishing team rosters, and scheduling games , tournaments and other play activities
- Working knowledge of establishing and maintaining effective working relationships with employees, volunteers, and the public recreation programs
- Working knowledge of personal computers and various software applications including spread sheets, word processing, outlook, etc.
- Working knowledge of basic first aid and safety measures
- Current valid driver's license
- Ability to lift 15 to 50 pounds and engage in moderate physical activity
- Ability to work in adverse weather conditions, walking and standing for several hours at a time. Lifting and other physical activity is also involved
- Ability to follow basic safety precautions and procedures in relation to staff and general public
- Ability to make sound decisions in a sometimes stressful environment
- Ability to operate equipment and tools requires
- Flexible work hours required and serving in an on-call status is required for this position. Must be willing to work some holidays, weeknights and Saturdays

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 385-201-2265. **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.