



RECREATION

LEHI CITY POSITION INTERNAL OPENING* Assistant Coordinator

*Per Lehi City Policy, only current Lehi City employees can be considered for Internal Openings. If at least three employees do not apply, this position will be opened to the general public.

CLOSING DATE: Wednesday, January 13, 2016, 5:00 PM

PAY RANGE: \$10.25-\$12.25 per hour, Salary Grade 4

STATUS: Part-time, without benefits

DEPARTMENT: Recreation, Leisure Services

JOB SUMMARY: Performs a variety of general administrative and routine supervisory duties as needed to coordinate the operation of recreation programs. A specific work schedule will be determined after hire but is tentatively planned for:

- Monday/Wednesday: 8:00 AM-1:00 PM
- Tuesday/Thursday: 3:00 PM-7:00 PM
- Other hours and some weekends are required depending on program/events

ESSENTIAL FUNCTIONS: 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; 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, people of all ages, other organizations, and the public; ability to communicate effectively, verbally and in writing.

TO APPLY: For required City application, download application and job description at www.lehi-ut.gov. Applications can be submitted to Lehi Legacy Center Registration Desk, 123 N Center Street, or submitted electronically at apply@lehi-ut.gov. For questions, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or 385-201-2265.

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. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.