

Benefits: Health, Dental, Vision, 401K with a maximum city 3% match if employee contributes, Retirement Plan, Long-Term Disability Plan, Sick Time Off, Vacation Time Off, and a Floating Holiday.

Job Identification: The Sports Coordinator will be working in the Ephraim Recreation Department. The position will report to the Recreation Director. The position is a full-time, non-exempt position. The position will require working on Monday through Friday and occasionally on Saturday. Additional hours will be required on early mornings, evenings, weekends, and holidays per business need.

Job Summary: The Sports Coordinator will assist the Recreation Director with the direction, coordination, and implementation of activities, programs, events and other duties in order to fulfill the recreation department's mission and goals. The primary responsibility of the Sports Coordinator position is to oversee the city's youth programs, adult programs, classes, clubs etc. The Sports Coordinator will act as the Recreation Director in his/her absence.

Job Tasks: The job tasks for the Sports Coordinator position include, but are not limited to, the following:

- Directs and supervises all recreation programs, classes, clubs, etc. to meet the needs of the community and the recreation department's strategic goals and objectives.
- Evaluates existing programs and services for effectiveness and impact.
- Develops and creates new services and programs designed to meet customer and stakeholder needs.
- Trains, develops, schedules and directs staff, contractors and volunteers as needed.
- Assists seasonal staff with program site preparation. This includes preparing fields and courts for programs.
- Assists with the coordination of local special events.
- Develops strategies to motivate staff and achieve goals.
- Assists in the marketing and distribution of information about programs, events, activities, etc.
- Develops and maintains collaborative relationships with community organizations.
- Coordinates scheduling, safety and use of facilities (on and off-site) for program activities and events.
- Responds to all member and community inquiries and complaints in a timely manner.
- Actively participates in branch, department and association staff meetings and/or related training.

Job Qualifications:

- Must be at least 18 years of age.

- Associate's Degree or equivalent background. Bachelor's Degree is preferred.
- Minimum of two years of work experience related to recreation, recreation management/administration, public administration, programming, or closely related field.
- Must possess or be able to possess a Utah driver's license.
- Ability to work with community members of all ages - adults, children, youth, and volunteers.
- Must be able to project enthusiasm to staff and program participants.
- Proven ability to lead staff and volunteers.
- Ability to work under occasional stressful conditions and to work irregular hours.
- Ability to work independently.
- Strong communication, interpersonal, and supervisory skills.
- Excellent verbal and written communication.
- Proven team player.
- Ability to interpret, adopt, and apply guidelines/procedures

Physical Demands:

- 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.
- Must be able to safely lift 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office/recreational environment including intermittent sitting, standing, and walking are required.
- Sufficient strength, agility and mobility to perform essential functions and to supervise programs.
- Hours will include evening and weekend work.
- Travel to various locations is required.