



Recreation Program Coordinator

Supervision:

- Given: Part-time Staff, Site Supervisors, Officials, Instructors, Volunteers, Coaches.
- Received: Parks and Recreation Director

Wage:

- \$18.91 - 22.00 per hour (depending on experience)

Status:

- Full-Time (benefited)
- Medical, Dental, Vision, Life
- 13.5 Paid Holidays
- Paid Vacation
- URS Retirement System
- Sick Leave

Closing Date:

- Open until filled

Application Process:

- Email application to Zlefevre@tremontoncny.com or deliver to the Tremonton City Offices, 102 S. Tremont St. Tremonton Utah, 84337



Scan Code
for application
Tremontoncny.org

Make connections, build community, and make life better for residents in the Bear River Valley. Tremonton Recreation is looking for a sport minded enthusiast to join our team who is creative, passionate and dedicated to providing a high-quality experience in our Parks and Recreation Programs and Events.

Job Summary

This position will coordinate, organize, and supervise youth and adult programs, classes, and special events and help kids and youth gain a life long love of sports. It will also enhance the lives of our residents by creating and implementing new programs, contests, and events, ensuring the needs of the community are met. Required weekend and evening hours dependent on the season with flexible daytime hours.

Knowledge, Skills & Abilities

- Sports rules, policies, procedures and event planning
- Public relations that create and maintain relationships with local businesses, schools and the community.
- Managing situations to avoid conflict and friction.
- Communicate effectively verbally and in writing.
- Operate standard office equipment.
- Represent the City with decorum in a manner which promotes public confidence in the city, its officials, and employees.

Education & Experience

- A high school diploma or equivalent is required.
- Two (2) year college degree in a related field is preferred.

Special Requirements

- A one-year probationary period. Successful completion of pre-employment drug screening, physical and criminal background check is required.

The above statements are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This updated job ad supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.