



Springville

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Recreation Coordinator II - Fitness Center

January 10, 2018 - January 31, 2018

Location: Springville, UT

Salary Range: Grade 11, \$17.44 - \$24.40

Exempt/Non-Exempt: Non-Exempt

Benefits: Full Benefits package

Employment Type: Full Time

Department: Recreation

Description: Under the immediate direction of the Recreation Supervisor or Rec Center Manager and the general direction of the Recreation Director, the Recreation coordinator shall assist in planning, developing and conducting recreation programs, sports programs, fitness programs and community events. Due to the nature of the position, evening and weekend work is required.

This position will be assigned to the new Clyde Recreation Center in fitness and fitness programs.

Duties: Work with and supervise part-time employees (youth and adult) to prepare and maintain sports fields and/or program areas.
Develop and conduct community fitness events and/or recreation programs.
Work with and development of youth and adult sports leagues.
On-site supervisor of youth and/or adult sports/fitness programs.
Must have a flexible schedule allowing for morning and/or afternoon field or class preparation.
Set up and take down of recreation and sports programs, including moving equipment, dragging and lining fields.
Oversee/supervise of instructors, score keepers, game officials, and volunteers.
Assist in the training of score keepers, officials, instructors, volunteers, etc.
Keep and report accurate records of league standings or program participation.
Assist in organizing and training class instructors, volunteer coaches, commissioners and sports officials.
Understand and enforce league, school and department, Recreation Center rules, regulations and policies.
Manage and inventory program/fitness supplies and equipment.
Assist in the development of program budgets and make recommendations for program improvements and program offerings.
Light equipment operation and maintenance. (fitness equipment, field drags, mule, tractor, quad, mower, etc.)
All other duties as assigned.

Qualifications: A minimum of a four year degree and/or related experience equaling 4 years. Must have three years experience with Recreation with specific knowledge of City, Rec Center and/or Nebo School District owned facilities. A nationally accredited training certification is preferred. Must possess a valid Utah driver's license and have an acceptable driving record. Must pass a background check and a drug test as a condition of employment. Must be able to supervise and control large groups of spectators and program participants. Able to develop program schedules and budgets. Able to operate scoreboards, lining equipment, field drags, PA systems, and other fitness related equipment. Sufficient knowledge of baseball/softball, soccer, basketball and flag football to understand and assist officials, coaches and instructors when called upon. Able to obtain and maintain appropriate certification in CPR, First Aid and other certifications beneficial to the successful operation of recreation, fitness and sports programs. Must be able to use a PC for word processing, record keeping, the creation of flyers, posters, certificates, etc.

Able to lift 50 pounds. Able to stand, run, walk for extended periods. Able to be outdoors for extended periods including during inclement weather.