GENERAL PURPOSE
Spanish Fork City is seeking an individual with exceptional communication skills, a self-starter with strong organizational abilities to assist under the general direction of a Recreation Supervisor. Performs a variety of duties related to community programs and special events, as well as assisting with office operations. This individual must work well in a team environment.

ESSENTIAL DUTIES
Assists Recreation Supervisor with assigned recreation programs; plans, organizes, supervises and evaluates youth/adult sports and special events. Prepares rule books, operational packets and schedules for assigned programs. Handles some public relation issues with unruly volunteers, participants, organizations, sponsors; helps Supervisor to achieve solutions that better the recreation programs and services. Assists with equipment inventory, maintenance and storage. Will work with ordering, distribution and collection of equipment.

Helps arrange clinics and training sessions for coaches and leaders; assists in establishing appropriate standards among coaches, participants, and parents affiliated with city programs and volunteer organizations. Helps follow through on collecting Background Checks from volunteers.
Assists in the recruitment, training, and evaluation of facility supervisors, officials, scorekeepers and volunteer coaches. Assures adequate staff coverage of programs; enforces rules and regulations. Responsible for scheduling and training officials and scorekeepers for designated programs.

Assists in carrying out publicity, marketing and sponsor solicitation. Utilizes various forms of media, notices, publications, flyers and brochures to promote city-wide interest and use of recreation facilities and program participation.

Works closely with the recreation office staff to assist customers and provide necessary office support to the department. Assists other staff members and the public as needed. Must work well with others and be a team player.

Must be able to meet attendance and punctuality requirements for this position. Must abide by all city policies and procedures. Performs related duties as assigned.

Position requires flexible daytime hours, a significant amount of evening hours, some weekend work and holidays as needed for events and programs.

**MINIMUM QUALIFICATIONS**

- Education and Experience. Bachelor’s degree in Recreation management or related field preferred, or an equivalent combination of education and experience.
- Necessary Knowledge, Skills, and Abilities. Ability to use computer programs such as Microsoft Office, social media, scheduling programs, spreadsheets, and graphics programs. Organize leagues, tournaments, game schedules and tournament brackets; complete accurate records and statements; enforce rules and regulations firmly, but with tact; demonstrate good judgment in decision making. Ability to handle stressful situations in a calm and productive manner. Ability to handle difficult situations. Excellent public relations skills and very detailed oriented.
- Must be able to lift 25 pounds and must occasionally work off site Special Qualifications:  Must have a valid Utah Driver's License.
- Applicants will be required to submit to a criminal background check and drug test.