



NIBLEY CITY: Seasonal Recreation Coordinator

Volunteer Position (Open until filled, continuous future recruitment)

Application Deadline: reviewed every Thursday (1st review on Jan 8th)

The thriving, young, growing community of Nibley City in Cache County is seeking a qualified & driven Part-time Seasonal Recreation Coordinators, for the Spring, Summer, & fall (with a winter break Nov-Jan), to help build a happy, healthy, connected community.

Position Overview

Under the supervision of the Recreation Youth Sports & Events Coordinators, seasonal coordinators work to support youth sports programs, community events, & fitness events including fun runs, fitness programs, & other innovative recreation experiences. **Prior youth sports & or event planning & implementation experience is preferred.** Seasonal Coordinators plan, organize, implement, supervise, manage, community event & programs to meet given objectives. Upon completion of on-the-job training, seasonal coordinators will work on independent assignments & may also support the recreation team in the planning & implementation of other recreation programs, classes, clinics & events.

Essential Functions

The coordinator will help prepare & distribute promotional advertising; prepare event supplies, schedule performers, secure vendors, prepare event plans & layouts, recruit volunteers, perform community outreach, request donations, prepare & maintain reports & event supplies inventory, create & update schedules, assist other staff members, & the public as needed; & perform other related duties as assigned.

Duration, Schedule, & Expectations (Flexible & negotiable based on the coordinator's availability)

Program & event planning, preparations, & coordination may be completed during the day or evening (in person).

- 10-15 hrs./week on average (this may vary from 5-30 hrs./week) Heritage Days week (June 13-20 may exceed 40 hrs.)
- This position may require varied hours, & may include occasional early mornings, nights, & a few weekends for scheduled event.

Career Development/Benefits

- Valuable experience in developing, planning, & implementing next level program & event plans.
- Potentially participating in the development of new innovative programs & events.
- VALUABLE MARKETABLE EXPERIENCE IN THE FIELDS OF: recreation management, experience design, & community health
- Exceptional work may lead to full-time employment opportunities

Physical/Environmental Factors

This work requires some lifting of heavy objects & boxes, office work & outdoor recreation work with possible exposure to adverse weather conditions. The ideal candidate will work well independently & with our team to meet multiple & sometimes competing deadlines. The Seasonal Coordinator must demonstrate a cooperative attitude through positive interaction with participants, volunteers, colleagues, & supervisors & is expected to exercise judgment & initiative in completing their work on time.

Pre-employment testing

Prior to appointment, the applicant will be required to successfully pass a criminal background check.

Wage & Required Skills/Experience

Starting wage will be between \$13.50 & \$16.00/hr depending on applicable experience. Applicants with a bachelor's degree in Recreation, Experience Design, Community health, or other related fields are preferred, [Alternatively, a high school diploma (or equivalent), & 1-3 years of recreation experience will also be considered] with preference given to those with a demonstrated ability to perform the essential functions of the position. Possession of or ability to obtain a valid CPR certificate; a valid driver's license with an ability to pull a trailer; exceptional customer service skills; the ability to effectively direct a group; the ability to use a computer to manage work & create hard copy & electronic promotional materials; the ability to communicate clearly & concisely, both orally & in writing; the ability to establish & maintain effective working relationships with those contacted in the course of work are required.

Application Information

- Interested applicants must complete an employment application available @ www.NibleyCity.gov. Provide a cover letter & résumé outlining their recreation experience, education, interests, & goals.
- Application materials should be submitted via email & should be addressed as follows:
 - **Subject Line:** Seasonal Coordinator Application (**Only Electronic applications will be accepted**)
 - **Addressed to:** Chad Wright, Recreation Director: ChadW@NibleyCity.gov