

JOB DESCRIPTION

Title: Recreation Program Coordinator

Department: Parks and Recreation

Full Time with Benefits

(\$23.00-\$28.00 per hour)

GENERAL PURPOSE

Under the general supervision of the Assistant Recreation Director, performs professional duties in planning, developing, coordinating, implementing, and supervising assigned athletic programs, city events, facilities, and related programming for Salem City.

EXAMPLES OF DUTIES (Any one position may not include all the duties listed.)

- Manages assigned recreation programs, including planning, organizing, developing, scheduling, and evaluating recreation and athletic programs. Considerable knowledge of developing and administering recreation and youth government programs; working knowledge of the rules of a variety of sports. For this position, experience managing flag football, soccer, basketball, baseball, etc. is preferred.
- Assists with hiring, training, supervising, scheduling, and evaluating part-time and seasonal personnel; assigns work as necessary.
- Coordinates volunteer requests from the community; recruits, trains, and supervises volunteer coaches and staff.
- May schedule recreation facilities for assigned programs and supervise facility conditions.
- Coordinates with community agencies and other City departments to provide opportunities that help reduce juvenile crime through youth programs and community involvement, including but not limited to Youth Government and volunteer groups.
- Conducts and attends training seminars, staff meetings, coaching clinics, and community meetings.
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering supplies and equipment for recreation and athletic programs.
- Assists with public relations duties such as preparing and distributing flyers, press releases, media content, and brochures to promote citywide interest in recreation facilities, program participation, and general community involvement.
- Establishes team rosters; schedules leagues and tournaments; enforces rules and regulations for recreation and athletic programs.
- Assists with preparing and administering individual program or facility budgets, as appropriate, monitors expenditures and payroll in accordance with established procedures.
- Provides clerical support and backup for program registrations, answers telephones, and maintains correspondence with other divisions or agencies.
- May assist with developing classes and activity schedules and implementing recreation programs.
- May perform emergency custodial maintenance work; sets up tables, sports equipment, chairs, and bleachers for classes and programs.

- May provide security for the building and grounds. In addition, make safety checks of the facility and eliminate hazards to ensure patron safety.
- Performs related duties as required.
- Must have the ability to effectively deal with difficult individuals and handle complaints from coaches, participants, organizations, sponsors, etc. Assists in negotiations to achieve solutions that improve recreation programs and services.

Education and Experience

Bachelor's degree in recreation management/administration or a related field preferred. Must have the ability to organize on a large scale while managing many changing factors. Excellent people skills are expected.

One to three years of related experience preferred.

Special Requirements

Must possess a valid Utah driver's license and obtain First Aid and CPR certification within six (6) months of employment.

Necessary Knowledge, Skills and Abilities

- Proficient in Microsoft Office Suite, including PowerPoint, Word, Excel, Outlook, and other related Microsoft applications.
- Considerable knowledge of recreation equipment and how it works.
- Ability to work under stressful situations, remain calm, and demonstrate excellent problem-solving skills.
- Ability to prepare and administer budgets, maintain records, and prepare reports.
- Ability to work evenings, nights, split shifts, weekends, and some holidays. During peak season, significant overtime may be required.
- Ability to establish and maintain effective working relationships with co-workers, the public, and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; and ability to direct the work of others.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hand tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- At times, this position is stressful and places the employee in situations where action must be taken, including removal of spectators, knowing when to call law enforcement, and providing general first aid when situations arise.
- Work is performed both indoors and outdoors, at various times of day and in a variety of working conditions.