



Title: Recreation Coordinator - Athletics	Department: Parks & Recreation
Effective Date: 7/1/2025	Last Revised: September 2 nd , 2026
EEO Category: Technicians	Status: Non-exempt

GENERAL PURPOSE

Performs a variety of duties, including field support, general administration, and technical responsibilities, as needed to coordinate the day-to-day operation of one or more City recreation programs.

SUPERVISION RECEIVED

Works under the general supervision of a Recreation Supervisor.

SUPERVISION EXERCISED

Provides general support for Facility Managers, Recreation Specialists, temporary, seasonal and volunteer personnel.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Provides support and assistance to initiate and coordinate the implementation of activities as needed to assure timely delivery of scheduled events, special events, service projects, classes, league play and programs; supports the operation and activities of such programs as basketball, baseball/softball, volleyball, pickleball, tackle football, flag football, tennis, special events, clinics/camps, tournaments, etc. May fill in for Facility Managers as needed.

Assist in developing program cost projects and recommendations for budgets; monitors program expenditures to assure compliance with established financial guidelines.

Train and support recreation specialists including seasonal, temporary, and volunteer personnel. Assist coaches, facility managers, recreation specialists, officials, and provide training as needed. May officiate or referee games or assist in coaching. Maintain statistics for leagues and tournaments, prepare fields for baseball/softball games, put up nets for volleyball, and repair scoreboards.

May assist Recreation Supervisors in scheduling leagues, programs, and events; manages the annual and seasonal calendar to assure timeliness of program starting dates and conclusions; assures timely deliver of public notices and announcements as needed to afford target populations opportunity for participation.

Assists in public relations by recruiting personnel and volunteers and presenting new programs to the public. Conducts program registrations and completes post-program evaluations to assure effectiveness.

Carries out publicity programs; utilizes various forms of media, notices, publications, fliers, and brochures to promote City-wide interest and use of recreation facilities and program participation.

Oversee the distribution and use of equipment through an organized check-out and check-in process.

Ensures all equipment is returned promptly, in good condition, and properly stored. Implements and maintains accurate inventory control procedures, including routine inspections and updates to inventory records. Monitors equipment condition and availability, identifying and addressing maintenance needs, lost or damaged items, and equipment replacement. Coordinates the procurement of new equipment and supplies as necessary. Conducts periodic audits of inventory to ensure accountability and maintain compliance with departmental standards.

Assists Recreation Supervisors and on-site staff handling complaints from coaches, participants, and organizations; negotiates to achieve solutions that improve recreation programs and services.

Prepare cost and revenue projections for specific programs and events. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and experience:

A. Graduation from a standard senior high school; plus, two (2) years of work experience in recreational sporting programs.

OR

B. Graduation from college with a bachelor's degree in recreation management (preferably from an NRPA accredited program), youth recreation leadership, physical education or some other related field is preferred

AND

C. One year of recreation program administration, physical education teaching, coaching or related experience;

OR

D. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working knowledge of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; the operation of personal computers and various software applications including spread sheets, word processing, Excel, able to write letters and communicate by written work in a professional manner.

Ability to organize recreational leagues, establish team rosters, create game schedules, tournament brackets, etc. Establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; communicate effectively, verbally and in writing.

3. Special Qualifications:

Must possess a valid Utah driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing are essential to effectively perform essential functions. Common eye, hand-finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

Expected to work varied hours, including evenings, some holidays, and Saturdays. Typical work schedule is 12:00pm to 9:00pm, four days per week, with Saturdays scheduled from 9:00am to

6:00pm. Schedule will vary based on program, league, and special event needs.