SANDY CITY POSITION OPENING
Recreation Coordinator

CLOSING DATE: Position will close November 9th at 5:00pm.

STARTING SALARY: $26.60-30.60/hourly
Starting salary is based on related work experience and education.

STATUS: Regular (benefitted)

DEPARTMENT: Parks & Recreation

SUMMARY: Under the general supervision of the Recreation Division Manager, plans, organizes, schedules, coordinates, supervises and assesses a variety of educational, recreational, and fitness programs, with an emphasis in sports programming to meet the Parks and Recreation Department goals and objectives and the needs of the community.

MINIMUM REQUIREMENTS: A bachelor's degree in Recreation Management or a closely related field is required, however an equivalent combination of education and experience may be substituted. A minimum of two years as a recreation programmer or four years of closely related work experience is required. May substitute an equivalent combination of education and experience. Must possess a valid Utah Driver's License. A one-year probationary period is a prerequisite to this position. Knowledge of recreation programs and activities (in depth knowledge of sports and special events preferred); principles of recreational programming; productive leadership and supervisory skills; proper use of English in spelling, and vocabulary; knowledge of computer equipment and software; knowledge of SDS, OSHA safety standards and other risk management principles. Responsibility for monitoring the day-to-day operations of programs and activities, including making site visits, handling, and resolving complaints, and ensuring that programs and activities have the needed staffing, materials, supplies, and equipment. Great responsibility for the care, condition and use of materials, equipment, money, tools, etc. Great responsibility for making decisions affecting the activities of people including responsibility for employees' motivation and satisfaction. Ability to communicate effectively using excellent written, speaking, and listening skills to establish and maintain effective working relationships with employees and the public. Contact with other departments furnishing and obtaining information; contact requiring discretion and judgement to avoid friction; frequent contact involving the carrying out of programs, activities, and schedules requiring and influencing of others to obtain desired result; outside contact with public presenting data; frequent contact on matters requiring explanations and discussions.

NOTE: Applications may only be submitted online at https://sandy.wd12.myworkdayjobs.com/Sandy_City. If you don't have access to a computer, you can visit the Sandy City Human Resources office to apply at 10000 Centennial Parkway (10000 S. 170 W.), Suite 310, Sandy, Utah. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetics, protected veteran's status or other classes protected by applicable federal, state and local employment law. The City encourages applicants with all and varying language abilities, the city will accept applications and resumes in other languages but, to be properly processed, applications and resumes must be accompanied by an application and resume in English to assist City employees who are English speaking only. In addition, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. If you have special needs or questions, please call 801-568-7151. Sandy City is a drug-free workplace and an Equal Opportunity Employer. Must pass drug test before hire. If the position is a step position, it may be filled at a lower level.