



Lindon City
100 North State Street
Lindon, UT 84042-1808

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www.lindoncity.org

LINDON CITY JOB OPENING

TITLE:	<u>Program Coordinator</u>
STARTING WAGE:	\$15.52 per hour
CLOSING DATE:	5:00 pm, Friday, June 15, 2012
DEPARTMENT:	Parks & Recreation
STATUS:	Part-Time – 20-25 Hrs per Week
FLSA CODE:	Non-Exempt

NATURE OF THE WORK

Under the supervision of the Parks and Recreation Director, assists in the operation of the senior/community center. Develops, promotes, and assesses a wide variety of recreational, senior and community programming to meet the goals and objectives of the facilities and needs of the community.

EXAMPLE OF DUTIES

Schedule, coordinate, implement and monitor senior/recreational programs and staff
Develop and assess programs to assure they meet facility and community needs
Oversee and supervise all front desk/customer service operations, including; registration process, daily admissions, park reservations, scheduling of facility rentals, answering and directing incoming calls, and other duties necessary in the day to day operation of the facilities
Assist with efficient operation, maintenance, and risk management of senior/community center to ensure a safe and healthy environment in accordance with City, County, and State Health regulations.
Evaluate performance of directly supervised employees to determine achievement of performance standards
Hire, train, promote, discipline and terminate employees and volunteers
Assist in preparation of yearly budget for each program and maintain accurate participation records
Represent the city with organizations such as Utah Recreation and Parks Association, Central Utah Recreation and Parks Association, and others deemed beneficial
Work with outside agencies to provide services to the facilities and department
Provide office support
Perform other duties as assigned

EDUCATION & EXPERIENCE

Graduation from high school, Prefer Bachelors Degree in Recreation, Physical Education, Sports and Leisure Management or related field, Experience dealing with Senior Citizens helpful

Two years of closely related work experience and two years supervisory experience in recreation programs

LICENSES & CERTIFICATIONS

Must possess a valid Utah Driver's license

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment