



BRIGHAM CITY CORPORATION

Job Description

Title:	Recreation Specialist II	Code:	455
Division:	Recreation	Effective Date:	1/20
Department:	Community Activities & Services	Last Revised:	
Grade:	44	FLSA Status:	Non-exempt
Hiring Range:	\$15.86 - \$17.25 per hour (depending on qualifications)		
OPENED:	September 24, 2021		CLOSES: Once filled

GENERAL PURPOSE

Promotes, markets, and prepares marketing deliverables for pickleball events, tournaments, and other related events. Maintains relationships with existing sponsors while also helping obtain new sponsors. Helps in coordinating efforts for the Tournament of Champions and other events as need. Plans and coordinates community activities as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Community Activities Services Director / Recreation Supervisor

SUPERVISION EXERCISED

Provides close to general supervision to volunteer personnel and youth staff that are assisting in events and programs.

ESSENTIAL FUNCTIONS

Creation and oversight of marketing plans with emphasis on Tournament of Champions, other pickleball tournaments, and related events.

Task-oriented creation of promotional items and marketing materials both physically and digitally. Utilizing social media for greater reach including but not limited to, tournament and program announcements, promotional ads and reminders, engagement posts, and other marketing content as assigned, to maintain excitement while growing the marketing base.

Task-oriented acquisition of sponsorships and maintenance of existing sponsor relations.

Plans, establishes, and organizes community programs as assigned.

General custodial and maintenance duties as required.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent

AND

B. One (1) year experience in the performance of above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Active and well-rounded personal presence in social media, with a command of each network and their best practices.

Excellent communicator and creative thinker, with an ability to use both data and intuition to inform decisions.

Experience and skills include Microsoft Office including Publisher, Adobe Creative Suite or similar.

Working knowledge of the national pickleball landscape, tours, organizations involved, and large tournament structure is a plus.

Ability to establish effective working relationships with supervisors, co-workers, senior citizens, civic organizations, and potential or existing sponsors; communicate effectively, verbally and in writing.

3. Special Qualifications:

Must possess and maintain a "clean" driver record, with no more than 3 moving violations.

May be required to be CPR certified.

Regular and reliable attendance.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Hearing, talking and seeing essential to successful completion of typical duties. Common eye and, finger dexterity exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing case management services. Daily local travel required in the performance of essential functions.

EMPLOYMENT APPLICATION PROCEDURES:

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2977265** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Megan Stauffer or by email to mstauffer@utah.gov. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER