

Lindon City
100 N State Street
Lindon, Utah 84042



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www.lindoncity.org

LINDON CITY JOB OPENING **Recreation Coordinator**

Part-Time

Open Until Filled (First review of applications September 16th)

APPLICATION REQUIREMENTS

Applicants must submit resume and completed Lindon City Employment Application (available online at <http://www.lindoncity.org/employment.htm>, or at City offices located at 100 N State Street, Lindon, UT 84042

JOB DESCRIPTION

TITLE: Recreation Coordinator Part-Time
PAY RANGE: Range 9 (\$14.15-21.18) *Starting pay typically begins at Step 1, but may be negotiable depending on qualifications, certifications, and experience.*
DEPARTMENT: Parks & Recreation
SCHEDULE: Work schedule is typically 20-25 hour per week, but may work more than 25 hours per week during peak times. A flexible schedule that will include some evenings, weekends and holidays will be required.
STATUS: Part-Time (20-25 hrs./week)
FLSA CODE: Non-Exempt

GENERAL PURPOSE

This position is engaged in planning, marketing, implementation, coordinating and supervising recreation programs with involvement in managing sports programs, recreation classes, volunteers, summer camps, and special events for the community.

SUPERVISION RECEIVED

Work under the direct supervision of the Recreation Supervisor

ESSENTIAL FUNCTIONS

Plan, organized and implement recreation programs by coordinating a variety of sports, recreation classes, and community events.

Work independently and be responsible for overseeing activities at designated locations such as parks, school facilities, sports fields and other public facilities. Includes set up and take down at facilities and areas for recreation programs and special events.

Prioritize job tasks and complete them within specified time frames and meeting deadlines

Assists in recruiting, training, supervising, directing and evaluating seasonal staff, instructors, volunteers and participants.

Prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.

Maintains supplies, equipment and materials in support of athletic and recreation programs and advises supervisor in advance of programs equipment and supply needs.

Perform necessary manual labor and skilled tasks that may require use of lifting heavy objects, stooping, bending and twisting.

Monitors the day-to-day operations of recreation programs including making site visits, handling and resolving complaints and ensuring that programs have require materials and supplies, and formulates and organizes program plans and schedules for seasonal and/or year-round activities.

Enforces city policies, procedures and park rules for staff, instructors, volunteers and contracted facility renters, as well as enforcement of safety and operating procedures.

Works to achieve professional development goals, which will facilitate the successful completion of department objectives that will contribute to the city's vision statement.

Performs other such duties as may be assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

- a. Graduation from High School (College graduate is preferred)
- b. Or 2 years of recreation programming, physical education teaching, or related experience.
- c. Or an equivalent combination of education or experience

2. Knowledge, Skills and Abilities

- a. Working knowledge of the rules and regulations of a variety of recreational activities; Knowledge of the basic principles and practices of recreation and special events. Strong organizational skills and attention to detail. Computer skills and knowledge of internet-based programs and Microsoft Office (including Word, Excel, Power Point, Publisher.)
- b. Ability to communicate effectively both verbally and in writing; to respond to inquiries in a timely manner; to handle multiple priorities and demands for programs and facilities; respond in a courteous and professional manner with both internal and external customers; plan, develop, implement, prepare, and effectively present information; work independently and prioritize work assignments; strong organizational, supervisory, planning, programming and technology skills.

3. Work Environment

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing essential to effective performance of essential functions. Common eye,

hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, and creative problem solving. Frequent local travel required in normal course of job performance.

HIRING POLICIES

Lindon City Corporation is an Equal Opportunity Employer. Lindon City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion. Lindon City will not refuse to hire an individual who is disabled who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Hiring is conditioned upon submission to and successfully passing a drug screen and background check.