



550 North 200 West Bountiful, UT 84010 • 801-298-6220

NOTICE OF JOB POSTING

POSITION:	Recreation Coordinator	GRADE: 9; \$17.30 - \$26.56
POSTING DATE:	11/21/18	APPLICATION DEADLINE: 12/10/18
DEPARTMENT:	Recreation	STATUS: Full-time - Benefitted

HOW TO APPLY: Applications available at www.southdavisrecreation.com
(South Davis Recreation District Application **REQUIRED**)
Email application and Cover Letter, and Resume to:
cory@southdavisrecreation.com

POSITION REPORTS TO: Ice & Recreation Director and Recreation Manager

POSITION SUPERVISES: Recreation department program staff

GENERAL PURPOSE:

Under the general direction of the Ice & Recreation Director and under direct supervision of the Recreation Manager; plan, develop, organize, and supervise assigned Recreation Programs & Activities. Ensure that assigned programs are being conducted in a safe, clean, cost effective, and customer service oriented manner.

EXAMPLE of DUTIES:

1. Ensure assigned recreation and sport programs are conducted in an efficient, organized, and cost effective manner. Assists in planning, organizing, implementing, and evaluating activities. Example of programs are but not limited to: Flag Football, Soccer, Jr. Jazz Basketball, Volleyball, Tennis, and Softball.
2. Assist in the financial control of all assigned program and activity revenues and expenditures. Adhere to the budget given by management per program or activity. Follow and maintain proper financial tracking of assigned programs. Monitor programs for cost effectiveness and recommend changes for improvement or changes.
3. Supervise program staff and strive for optimal performance. Ensure that all supervised staff are performing their jobs as assigned. Help establish and enforce policies and procedures for recreation department employees.
4. Help plan, organize, attend and participate in meetings; coordinate with Recreation department management and other Recreation Center management to ensure effective operations and procedures for assigned activities. Helps ensure that personnel are well informed of policies and procedures and to discuss areas needing improvement.

5. Responsible for the safety of the employees, participants and patrons during programs. Implement techniques to help prevent accidents, and assist with ensuring that measures are in place so that accidents and emergencies are handled appropriately. Assist in establishing policies, procedures, rules, and regulations for the employees and patrons of the Recreation Center to help minimize the risks during event participation.
6. Actively encourage and promote the professional atmosphere of the Recreation Center, and help ensure that all staff are acting in a professional manner and dressed in appropriate uniform. Handle participant complaints and comments in a courteous manner as they arise, and maintain positive public relations for the facility. Always set a positive example for the center employees to follow
7. Participate in the planning, supervising and implementation of assigned recreation center special events and races.
8. Other duties as assigned

MINIMUM QUALIFICATIONS:

1. At least 21 years of age or older
2. High school graduate with some college.
3. Two years paid related supervisory or coordinating work experience
4. Must have or be able to obtain American Red Cross certifications in Community First Aid & Safety, CPR for the Professional Rescuer, and keep current
5. Excellent public relations skills
6. Good supervisory skills
7. Able to work under stressful conditions
8. Good problem solving abilities
9. Willingness to assist others

DESIRED QUALIFICATIONS:

1. Previous supervisory experience
2. Preference given for those with Bachelor's degree in Recreation or related field.
2. Experience in a variety of computer programs
3. Previous experience working with adult sports

WORKING CONDITIONS:

1. Willing and available to work early mornings, mid-day, evenings, weekends, and holidays
2. Moderate physical activity including pushing, pulling, and lifting moderate weights
3. Uncomfortable working positions such as stooping, crouching, and bending
4. May have a few disagreeable elements such as noise or extreme or uneven temperatures
5. Work inside and outside
6. Exposure to stressful situations as a result of human behavior

EQUAL OPPORTUNITY EMPLOYER