

# Tremonton City

## Job Description

Job Title:	Recreation Program Coordinator	
Department:	Parks and Recreation	
Location:	614 North 1000 West, Tremonton Utah	
Pay Level:	B-2	
Physical Demands: Category II – Light Work as per the Pre-Employment Evaluation Program		
<b>Employment Status</b>  <div style="display: flex; justify-content: space-between;"> <div> Exempt  <b>X</b> Non Exempt  Safety Sensitive  On Call  Public Safety  Independent Contractor </div> <div> <b>Employment Classification</b>   <div style="display: flex; justify-content: space-between;"> <div> <b>X</b> Full-time  Part-time  Part-time Recreation  Temporary/Emergency  Firefighter/EMT  <b>X</b> Benefits  Contract </div> <div> <b>Required Equipment</b>   <div style="display: flex; justify-content: space-between;"> <div> <b>X</b> City Vehicle  <b>X</b> Cell Phone  Pager  Personal Protective Equip. </div> </div> </div> </div> </div> </div>		

### **Job Summary**

Coordinates, organizes, and supervises Parks and Recreation youth and adult programs, classes, and special events and ensures they meet the needs of youth and adults.

### **Supervision**

Given: Site Supervisors, Umpires, Officials, Instructors, Volunteers, and Coaches

Received: Parks and Recreation Director

### **Essential Duties**

- Coordinate a variety of recreation and leisure programs for people of all ages and abilities.
- Schedule and administer Tournaments and Special Events that attract tourists from outside of Box Elder County.
- Develops and incorporates new programs not currently offered in the Bear River Valley.
- Organizes participants into teams or classes for each sport or activity.
- Sets rules of play and conduct for each sport or activity.
- Provides rosters and schedules for coaches and instructors of each program.
- Provides public relations, advertising, and announcements for each program or event.
- Schedules and administers sports, recreation, and cultural events, including tournaments, practices, games, registrations, and field maintenance.

- Orders shirts, hats, uniforms, trophies, medals, ribbons, supplies, and other equipment for each activity as needed.
- Oversees and schedules facilities, parks, and school fields.
- Maintains communication with other departments and divisions.
- Hires, trains, motivates, and schedules site supervisors, umpires, officials, instructors, volunteers, and coaches.
- Organizes a variety of events in cooperation with Tremonton City's Hay Day's celebration.
- Coordinates and schedules photographers for each youth sport.
- Sets up and facilitates coaches/managers meetings for each program.
- Keeps accurate records of each program.
- Evaluates current programs for their success.
- Receives telephone calls and walk in public and resolves their concerns.
- Other duties as assigned.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- Event planning
- Sports programming including organizing every aspect of creating a sports league.
- Rules, policies, and procedures of sports and activities.
- Computer equipment and software including Microsoft Office and Sportsman SQL.

#### **Skills in:**

- Public relations.
- Managing situations to avoid conflict and friction.
- Organizing and presenting data.

#### **Ability to:**

- Communicate effectively verbally and in writing.
- Design, coordinate, and implement a variety of community events, tournaments and recreation programs.
- Operate standard office equipment including phone, computer, copy/fax machine.
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Understand and follow City ordinances and policies.

### **Physical Demands**

- Typically sit at a desk or table.
- Frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds.
- Occasional bending, stooping, and/or lifting.
- Considerable walking may be involved.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Essential functions utilize abilities in talking, hearing, and seeing.

- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

### **Working Conditions**

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Requires night, weekend, and holiday work.
- Work is primarily performed in an office or other environmentally controlled room with occasional field work.

### **Education & Experience**

- A high school diploma or equivalent is required.
- Two (2) years of experience in a related field.
- Two (2) year college degree in a related field is preferred.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.

### **Special Requirements**

- A one year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Successful completion of pre-employment drug screening is required.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

***The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.***