

Kaysville Parks & Recreation

Job Description

Title: Recreation Program Coordinator

Department: Recreation

Status: Part Time

Close Date: August 4th, 2017

Start Date: August 14, 2017

General Purpose

Performs a variety of entry level, general programming and technical duties as needed to coordinate adult and youth sport recreation programs, special events and various outsourced activities.

Supervision Received

Works under the general supervision of the recreation director.

Supervision Exercised

May provide general supervision to various part-time, seasonal, and volunteer personnel.

Essential Functions

Promotes and follows the recreation mission statement, values, and expectations.

Organize, plan and implement the operation of adult softball and adult basketball. Assist as needed in other programs, activities and or events.

Provides immediate supervision over recreation activities and may assist in training; maintains statistics for league and tournaments.

Handles immediate complaints, protests and field or facility opportunities; assists in negotiations to achieve solutions which better the recreation programs and services.

Performs related duties as required.

Minimum Qualifications (must be at least 21 years of age)

1. Education and experience:
 - A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties.
 - B. Experience in related activities is necessary.
 - C. Must pass a Kaysville City background check.
 - D. Must pass a Kaysville City drug screen.

2. Knowledge, Skills, and Abilities:
 - A. Some knowledge of scorekeeping, officiating, tournament bracketing. Knowledge of rules and regulations surrounding recreational activities. Basic math skills.
 - B. Proficient using Microsoft Word, Excel, PowerPoint, and mail merges; email and web searches
 - C. Ability to establish and maintain effective working relationships with employees, young people, ability to communicate effectively, verbally and in writing.
 - D. Valid Utah Drivers License required.

Hours and Compensation

Position will require 20 – 29 hour work weeks varying throughout the year.

Compensation: Grade 1 level 2 – 4: Starting Pay \$11.21 – 12.24 per hour