



JOB DESCRIPTION

TITLE: Recreation Coordinator
DEPARTMENT: Parks and Recreation
GRADE: 13
FLSA: Non-Exempt
EEO DESIGNATION: Professional
REVISION DATE: 02/14/2019

POSITION SUMMARY

Under the direction of the Recreation Manager, coordinates, organizes and supervises Draper City recreation youth and adult programs, classes and special events.

ESSENTIAL FUNCTIONS:

- Organize participants into team or classes for each sport class.
- Provide rosters and schedules for coaches and instructors of each sport.
- Organize and set up tournaments, leagues and clinics, and/or races for each sport.
- Order shirts, hats, uniforms, trophies, medals, ribbons, supplies, and other equipment for each sport.
- Develop and incorporate new programs not currently offered.
- Train and instruct coaches in proper coaching procedures.
- Coordinate and organize officials.
- Develop and coordinate year round, summer and/or after-school programs.
- Maintain city parks and recreation facilities.
- Evaluate current programs and their success. Report and field or facility problems to the Recreation Manager.
- Receive telephone calls and walk-in public, directing individuals to appropriate personnel and responding directly to matters concerning routine office business.
- Provide office support, answer phones, and interact with the public.
- Help manage and oversee amphitheater and community events.
- Perform other duties as assigned.

Education and Experience:

Bachelor's degree in Parks and Recreation Management or closely related field from an accredited college. Must possess a valid Utah Driver's License.



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KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of sports programs and principles of recreational programming.
2. Must have good oral and written communication skills.
3. Knowledge of computer equipment and software.
4. Must have excellent customer service skills.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Generally comfortable working conditions; frequent field work in coordinating and directing programs; moderate physical exertion. Must be able to lift at least 50 pounds and climb onto tall or large equipment. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and or smell. Unconventional working hours including long hours, evenings, nights, weekends and holidays as needed. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does 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.