

Sports Program Coordinator

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locations

Provo Recreation Center
Provo, UT

time type

Full time

posted on

Posted Yesterday

job requisition id

REQ-2756

Position Title:

Sports Program Coordinator

Job Posting Closing Date:

02/28

Provo City is looking for a Sports Program Coordinator to provide professional work responsible for planning, organizing, and implementing recreational, athletic, and/or special event programs. Civic-minded individuals interested in supporting the numerous services provided to the residents of Provo City are strongly encouraged to apply.

Provo Parks & Recreation is one of a handful of premier parks & recreation departments in the United States. It received the National Gold Medal Award as the nation's top-ranked parks & recreation agency for 2021 and was recently named "Best of Utah." The Department is also CAPRA accredited, an honor claimed by only a couple of hundred parks & recreation agencies out of 10,000 nationally. All these highest-level services and accomplishments are a hallmark of our world-class team members. If this sounds like your ideal workplace, we invite you to apply.

Provo City offers competitive pay; paid leaves, including vacation, sick, holidays, bereavement, and parental leaves; generous employer-paid health insurance; retirement and pension plans; free use of the Provo Recreation Center, Peaks Ice Arena, and City Library; and regular review of compensation practices to remain competitive with the local market among many other great benefits.

Job Details

Application Review Process: Applications will be reviewed in the order they are submitted, with the first screening being held on February 29, 2024. *Position may be closed at this time*

if sufficient, qualified applications to proceed with a competitive selection process have been received. Applicants must meet the minimum requirements listed below to be eligible for consideration.

Pay Rate: (G24, G25, G27) \$21.67 - \$34.58 per hour (depending on experience)

Essential Duties:

- Organize, schedule, implement, and evaluate assigned recreational, athletic, and/or special event programs.
- Develop registration forms, policies, and practices in collaboration with operations staff.
- Monitor status and condition of program equipment.
- Order supplies and purchase program-specific materials in accordance with established budgets.
- Make recommendations on needed materials not covered under existing budgets.
- Develop marketing strategies and materials under the direction of a supervisor.
- Supervise staff assigned to specific programs.
- Assist in the recruitment, evaluation, and training of staff.
- Ensure adequate coverage for programs including scheduling and assigning work.
- Ensure adherence to operational rules and procedures.
- Evaluate assigned programs and provide informational feedback to supervisors.
- Solicit information from program participants.
- Maintain and prepare a variety of statistics and reports.
- Assist in developing new strategies and changes for programs.
- Assist other staff members and the public as needed and perform other related duties as required.

Minimum Requirements:

At all levels:

- Bachelor's degree in Recreation, Physical Education, or closely related field.
- A valid, lawful Driver License.
- An equivalent combination of job-related education and experience may be substituted (one year of post-secondary education/training for six months of experience).

Level II:

- 1 year of experience in recreational program management.

Level III:

- 3 years of experience in recreational program management.

- NRPA Certified Parks and Recreation Professional.
- NAYS Certified Youth Sports Administrator preferred.

Please click below for the full classification specifications.

[Recreation Program Coordinator I](#)

[Recreation Program Coordinator II](#)

[Recreation Program Coordinator III](#)

Pre-employment Screening: Prior to appointment, applicant will be required to successfully pass a drug screen and criminal background check. Non-disclosure may result in dismissal. Applicants with unsatisfactory drug screen results will be ineligible for appointment or application to any Provo City position for a minimum period of six (6) months.

Full Time/Part Time:

Full time

Position Type:

Regular

Scheduled Hours:

40