

South Davis Recreation Center
550 North 200 West Bountiful, UT 84010
PHONE 801-298-6220

POSITION: Program Specialist – Recreation, Races & Events

OPEN DATE: 1/9/2018

CLOSE DATE: 1/23/2018 at 6:00pm

TO APPLY: Submit a South Davis Recreation Center application and current resume to Haley Turner at haley@southdavisrecreation.com

GRADE: 9; \$16.96 - \$25.06

STATUS: Full-time - Benefitted

POSITION REPORTS TO: Recreation Coordinator, Ice & Recreation Director, and Aquatics & Fitness Director

POSITION SUPERVISES: Recreation Program staff & any race and event staff

GENERAL PURPOSE:

Under the direction of the Recreation Coordinator, Ice & Recreation Director and the Aquatics & Fitness Director, plan, develop, organize, and supervise assigned Recreation Programs, Recreation Center Races & Events. Ensure that assigned programs, races & events are being conducted in a safe, clean, cost effective, and customer service oriented manner.

EXAMPLE of DUTIES:

1. Ensure that assigned programs, races, and events are conducted in an efficient, organized, and cost effective manner. Example of programs but not limited to: flag football, soccer, Jr. Jazz basketball, volleyball, tennis, and softball.
 - a. Assist in planning, organizing, implementing, and evaluating activities
 - b. Monitor assigned programs, races and events for revenue and cost effectiveness and recommend changes for improvement or replacement
 - c. Help establish and enforce policies and procedures for employees working at events, races and programs
 - d. Plan, organize, attend and participate in event meetings
 - e. Coordinate with the Recreation Coordinator, Aquatics & Fitness Director & other Recreation Center management to ensure effective operations and procedures for assigned activities.
2. Responsible for the safety of the employees, participants and patrons during events, races and programs
 - a. Implement techniques to help prevent accidents during programs, events and races
 - b. Assist with ensuring that measures are in place so that accidents and emergencies are handled appropriately
 - c. 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
3. Assist in the financial control of all assigned program, race, and event revenues and expenditures

- a. Adhere to the budget given by the center management per activity, race or event.
 - b. Follow and maintain proper tracking of revenues and expenditures for assigned recreation programs, races and events
4. Supervise assigned program, race and event staff and strive for optimal performance
 - a. Ensure that all supervised event staff are performing their job(s) as assigned
 - b. Coordinate with the center management, recreation coordinator, and other race and event staff to conduct event staff meetings to ensure that personnel are well informed of policies and procedures and to discuss areas needing improvement
 5. Actively encourage and promote the professional atmosphere of the Recreation Center
 - a. Help ensure that all center staff are acting in a professional manner and dressed in appropriate uniform
 - b. Handle participant complaints and comments in a courteous manner as they arise
 - c. Maintain positive public relations for the facility
 - d. Set a positive example for the center employees to follow
 - e. Help keep the Recreation Center clean
 6. Other duties as assigned

MINIMUM QUALIFICATIONS:

1. At least 21 years of age or older
2. High school graduate with some college. Preference given for those with Bachelor's degree in Recreation or related field.
3. Two years paid related supervisory or coordinating work experience
4. 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. Bachelor's Degree in Recreation, Exercise Science, or related field
2. Experience in a variety of computer programs including Adobe Design Suite.
3. Previous experience as a Race Director

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 medium weights
3. Uncomfortable working positions such as stooping, crouching, and bending
4. May have a few disagreeable elements such as noise, poor ventilation, or extreme or uneven temperatures
5. Work inside and outside
6. Exposure to stressful situations as a result of human behavior