



Murray City
is now accepting applications for
RECREATION COORDINATOR

Opening Date: 01/09/2024

Closing Date: Open until filled (Application review will begin 01/24/2024)

Salary: \$23.85 - \$36.17 hourly DOE

Status: Full-time

Department: Parks and Recreation

General Description: Under general supervision from the Recreation Director performs professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs for the Murray community. May receive general supervision of the Center Director and perform professional duties in planning, supervising, coordinating, and managing the operations of the Community Recreation Center. May oversee and assist with City special events.

Minimum Requirements:

- Graduation from college with a bachelor's degree in recreation administration, physical education, social work, psychology or closely related field, and six (6) months experience in public recreation or any equivalent combination of education or experience.

Special Requirements:

- Must possess a valid Utah Driver License; obtain First Aid and CPR certification within six (6) months of employment.

Essential Duties:

- Assists Recreation Director in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- Assists with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary.
- Coordinates volunteer requests from the community; recruits, trains and supervises volunteer coaches and staff.
- Schedules recreation facilities and supervises condition of facilities.
- Coordinates with various community agencies and other City departments to provide opportunities which reduce juvenile crime through the use of youth programs and community involvement programs, such as Youth Government, Community Crime Council, Shadow Day, etc.
- Conducts and attends a variety of training seminars, staff meetings, coaching clinics, and community meetings.

- Assists with public relation duties such as preparing and distributing flyers, press releases, and brochures.
- Establishes team rosters, schedules leagues and tournaments, enforces rules and regulations of recreation and athletic programs.
- Assists with preparing and administering individual program or facility budgets as appropriate; monitors expenditures and payroll in accordance with established procedures.
- Provides clerical support, program registration, answers telephones, and maintains correspondence with other divisions or agencies; may respond to public inquiries about the facility.
- May coordinate and supervise staff on week nights, weekends, and holidays.
- May perform emergency custodial maintenance work. Sets up tables, sports equipment, chairs, and bleachers for classes and programs.
- May provide security for the building and grounds. In addition, makes safety checks on the facility and eliminate hazards to ensure complete safety of the patrons.
- Performs related duties as required.

A complete list of essential duties and minimum qualifications can be viewed on the job description which can be found at www.murray.utah.gov

Benefits:

- Pension through Utah Retirement System
- Medical, dental, vision, life insurance
- Vacation – 12 days/yr; sick leave – 12 days/yr; 14 paid holidays
- Tuition reimbursement
- Employee Down Payment Assistance Program

Application Instructions: Qualified applicants must complete a Murray City employment application online at <https://selfservice.murraycity.org/ess/>. If you do not have access to a computer, you may come to the Murray City Human Resource Office located at 10 East 4800 South, Murray, UT between the hours of 8:00 am to 5:00 pm Monday-Friday.

Note: In the interest of workplace and public safety, all offers of employment are contingent upon successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body. A background check is conducted if the candidate is over 18 years of age.

Murray City is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, sex, national origin, religion, age, marital status, sexual orientation, gender identity, genetics, disability, veteran status or any other status protected under local, state or federal laws.