



JOB DESCRIPTION

TITLE:	Recreation Coordinator I
DEPARTMENT:	Parks and Recreation
GRADE:	13
FLSA:	Non-exempt
EEO CATEGORY:	Para Professional
REVISION DATE:	10/07/2024

POSITION SUMMARY:

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

SUPERVISION EXERCISED:

- Supervises staff assigned.

ESSENTIAL FUNCTIONS:

- Organizes participants into teams or classes for each sport class.
- Provides rosters and schedules for coaches and instructors of each sport.
- Organizes and sets up tournaments, leagues, and clinics, or races for each sport.
- Orders shirts, hats, uniforms, trophies, medals, ribbons, supplies, and other equipment for each sport.
- Develops and incorporates new programs currently not offered.
- Trains and instructs coaches in proper coaching procedures.
- Coordinates and organizes officials and is responsible to officiate when needed.
- Develops and coordinates year-round, summer, or after-school programs.
- Helps maintain city recreation facilities: paints sport fields, performs ballfield dragging and preparation as needed, picks up trash, and collects lost and found items, etc.; reports field or facility problems to the Recreation Manager.
- Evaluates current programs and their success; identifies where programming is successful and where the program can be improved; ensures staff are available and ready for program assigned. and makes changes as needed.
- Receives telephone calls and walk-in public; directs individuals to appropriate personnel and responds directly to matters concerning routine office business.
- Helps manage and oversee amphitheater and community events.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- **Education** – Bachelor degree in recreation, physical education, or related field from an accredited college or university.
- **Experience** – One-year related experience.



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- **Licenses and Certifications –**
 - Valid Utah Driver License.
 - First-aid certified or ability to obtain by completion of six-month new hire probationary period.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of –
 - Sports programs and principles of recreational programming
 - Computer equipment and software
- Skill with –
 - Proficiency in MS Office
 - Excellent customer service skills
- Ability to –
 - Communicate clearly, both orally and in writing
 - Work in a team-oriented environment
 - Meet deadlines and work under time-constraints
 - Build and maintain positive working relationships with co-workers, other city employees, other agencies, and the public using principles of good customer service
 - Quickly, respectfully, and effectively resolve conflicts in a collaborative manner

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Position requires working outdoors and in a typical office setting. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and creative problem solving. Occasionally lifts or otherwise moves objects weighing up to 50 pounds. This position has exposure to stressful situations. Unconventional working hours including long hours, evenings, nights, and weekends as needed. Required to drive a motor vehicle.

Draper City is an equal opportunity employer without regard to race, color, religion, sex, national origin, disability, age, pregnancy, genetic information, sexual orientation, gender identity, citizenship, and veteran or military status.

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 tasks and duties 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.

For Job Posting Only:

COMPENSATION AND BENEFITS:



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- Monday to Friday up to 40 hours per week. (Schedule to be determined.)
- Salary range: \$21.61 - \$34.53 per hour (starting wage up to \$28.06 per hour DOE)
- Health insurance (Traditional or HDHP with employer HSA contribution up to \$3,200 per benefit year) effective DOH or Medical Cash Out
- Gym and Wellness Incentive Program Reimbursement
- 401(k) up to 3.5% match effective DOH
- Enrollment in Utah Retirement System (URS)
- Employer paid Life Insurance of 100K
- Paid vacation and sick leave
- Paid parental leave
- 13 holidays
- Tuition Reimbursement after new hire probation

BambooHR Standard Questions:

1. Yes/No – Are you eligible to work in the United States?
2. Yes/No – Will you now or in the future require sponsorship to legally work in the United States?
3. Yes/No – Are you 18 years or older?
4. Yes/No – Do you have a Bachelor degree in recreation, physical education, or related field from an accredited college or university?
5. Yes/No – Do you have a valid Utah Driver License? (If yes, must show proof at time of hire.)
6. Yes/No – Are you First-aid certified? (If yes, must show proof at time of hire.)
7. Yes/No – Do you understand that this position is a full-time, onsite in office and field position?
8. Short Answer - CERTIFICATE OF APPLICANT. (Carefully read before signing). I certify that the information I provided in this job application for employment is true and complete to the best of my knowledge. I authorize the investigation of all prior employment records, and I authorize investigation of all statements in this application and/or statements made in the interviewing process. I understand that misrepresentation or omission of facts in this application or in the interview is cause for disqualification and/or separation from employment. By typing your full name below, you acknowledge that you have read, understand, and agree to this certificate of applicant.
9. Short Answer – REQUEST FOR ASSISTANCE/REASONABLE ACCOMMODATION. (Carefully read before signing). If you are contacted for an interview and plan to attend the interview, testing, etc., and, due to a disability or injury, or are a disabled veteran and need assistance/accommodation in understanding or participating in the process, please notify the City no less than 24 hours in advance of the meeting (interview) and we will try to provide whatever reasonable request may be required. You may contact human resources at (801) 576-6733 or hr@draperutah.gov. By typing your full name below, you acknowledge that you have read, understand, and agree to this request for assistance/reasonable accommodation.