



NORTH OGDEN CITY

FULL-TIME

LEISURE SERVICES COORDINATOR

Hourly Range: \$20.30 - \$24.81 DOQ + Benefits

General Purpose

This position will oversee and manage a variety of aquatic and recreational programs, including swimming lessons, fitness classes, and lifeguard training. In addition, the person filling this role will support the youth recreation programs and community events as available. The person filling this position will work to meet community needs by effectively assisting in managing various programs and staff.

Supervision Received

Works under the direction of the Leisure Services Manager.

Employment Status

The employee filling this position is a non-exempt position and is “at-will”.

Essential Job Functions

- Initiate, direct, coordinate, and supervise various aquatics and recreational programs, including swimming lessons, fitness classes, lifeguard training, and assist with youth sports and community events.
- Assist as needed in establishing schedules and methods for recreation programs in the community.
- Assist in hiring, training and selecting staff for recreation and athletic programs.
- Provide staff training and address performance issues as needed.
- Assist in the development of event schedules and ensure appropriate staffing levels, including seasonal staff.
- Attend events and assess how well programs meet community needs.
- Design and develop activity manuals for classes and events, including employee portal materials.
- Monitor and inspect recreation facilities, ensuring maintenance and security.
- Assist in the issuance and maintenance of recreation supplies and equipment.
- Maintain and file accident reports.
- Coordinate marketing and publicity efforts for program events.
- Prepare and distribute brochures, newsletters, press releases, and other public relations materials (e.g., weekly NORE newsletter).
- Participate in safety and risk management activities to minimize liability.
- Other duties as assigned.

Education and Experience

- Graduation from high school or equivalent GED certificate, with 2 years of pool operator experience, or an equivalent combination of education and experience sufficient to perform the essential duties of the job.

Knowledge, Skills and Abilities

- Must become LG WSI (Lifeguard Water Safety Instructor) certified and obtain Certified Pool Operator (CPO) certification within one year of hire.

- Must be able to interpret and apply pool maintenance laws, troubleshooting equipment, and performing related repairs.
- Must be able to test pool chemicals, adjust chemical balance, and maintain cleanliness of facilities and equipment.
- Knowledge of safe work practices and inventory monitoring, including ordering and replenishing supplies.
- Proficiency in providing customer service and utilizing computers and relevant software applications.
- Must have the ability to identify issues, recommend solutions, and foster teamwork by collaborating respectfully with coworkers and embracing diverse ideas.

Working Conditions:

Tasks require a variety of physical activities that may involve muscular strain such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking. The position will require evening, weekend, and occasional holiday work to accommodate the aquatic center's facility hours.

Compensation

Salary will be based on experience as a leisure services coordinator. Individuals with minimum experience will be hired at the lower end of the pay grade.

Benefits Include

- Pension through Utah Retirement System
- Up to 6% contribution into 401(k) – The City will automatically contribute 3% to a 401K and match up to an additional 3%.
- Health and Dental insurance
- Vacation (80 hours 1st year) and sick leave
- 13 paid holidays

Additional Information

The City will provide reasonable accommodation for any applicant during the selection process. Pre-employment drug testing and background check is required.

Application Procedure

Please submit your application and resume online at www.northogdencity.com/jobs

You may also drop off a completed application and resume to 505 E. 2600 N., North Ogden, Utah, or email Katie Gerard, kgerard@nogden.org.