



Job Description

Title:	Recreation Coordinator (Lifestyle Director)
Community:	LiveDAYBREAK
Reports to:	LiveDAYBREAK Director
FLSA Status:	Exempt (FT)
Compensation:	\$50K - \$60K, depending on experience

About LiveDAYBREAK

LiveDAYBREAK plays a dynamic leadership role in helping Daybreak continue to be the most desirable community in Utah by creating a culture where our residents live more fulfilling lives. This is achieved by implementing our organization's pillars into every program or initiative we execute. Our pillars are a "recipe" to a fulfilling life and are: connecting, lifelong learning, embracing arts and diversity, healthy living, and giving back. We believe that our residents will love where they live the more they integrate these pillars into their lives, and we see our employees live more fulfilling lives and love where they work as they bring these ideas into the community.

LiveDAYBREAK is not a typical recreation or lifestyle department: it is the heart of the Daybreak community and builds the forward-thinking and inclusive culture that inspires people to move to Daybreak.

Position Summary

Our Recreation Coordinator(s) are key team members and leaders in LiveDAYBREAK that execute a robust calendar of community events/initiatives. They brainstorm, plan, and design programs for residents that fit the LiveDAYBREAK pillars. Recreation Coordinators are creative, quick thinkers, and decision-makers who embody the pillars. The Recreation Coordinator handles many events/initiatives simultaneously while ensuring that all is completed at a professional level and in a timely manner.

Responsibilities

Because the team is small, Recreation Managers hold a lot of responsibility within LiveDAYBREAK. Primary responsibilities include:

- Planning for and executing LiveDAYBREAK's events, primarily the mid-level events and initiatives.

- Creating weekly, monthly, and yearly programming for residents of all ages.
- Including the LiveDAYBREAK pillars into every program they execute.
- Researching and brainstorming new programming ideas that can be implemented within Daybreak.
- Managing event budgets and meeting set cost-recovery goals.
- Event set-up and break down.
- Organizing resident volunteer groups to assist in planning and implementing events.
- Keeping detailed records of event details and procedures.
- Coordinating with vendors, volunteers, and staff in a professional and timely manner to ensure event success.
- Other responsibilities as deemed necessary.

Essential Duties

Recreation Coordinators are with an event from the ideation phase all the way through when the event is cleaned up and they are writing final notes on their after-action report. As such, there are essential duties that come with the territory and are necessary to having a successful events. Recreation Coordinators:

- Execute assigned events and “level them up” from what has been done in the past
- Determine event budgets, seek out sponsors, and keep detailed records of an event’s expenses and earnings
- Build positive relationships with vendors and residents
- Complete administrative duties found in a typical office setting
- Secure event venues and proper permitting for each event they execute
- Coordinate proper emergency and security personnel and secure DABC permitting for pertinent events

Additional duties or job functions may be required as deemed necessary.

Knowledge, Skills, and Abilities

The Recreation Coordinator can:

- Think quickly on their feet, problem solve, and resolve interpersonal conflict
- Organize and keep track of multiple projects simultaneously with the utmost level of focus and professionalism.
- Communicate effectively, both verbally and in writing
- Use Microsoft Office programs proficiently
- Consistently deliver and are accountable for the success of assigned tasks and projects
- Engage volunteers in a meaningful way

Physical Demands/Work Environment

Recreation Managers roll up their sleeves and are part of every aspect of the event industry. They should be physically able to perform and assist in the various roles and responsibilities as described including:

- Ability to routinely lift 50 pounds
- Stand for extended periods of time
- Accommodate a weekend/evening-heavy schedule to execute events
- Work outside in summer heat and winter cold

Minimum Qualifications

- Bachelor's Degree
- Two years of customer service experience
- Education or experience with event planning or management
- Valid driver's license, ability to drive, and excellent driving record
- Eligible to work in the United States
- Experience working with community or volunteer groups

Preferred Qualifications

- Prior experience or education in event management, recreation, or a similar field
- First Aid/CPR/AED Certified
- Alcohol and Food Handler's Permit
- Nonprofit agency or organization experience

If you are interested please submit a resume and cover letter to Madeline Shaffer at mshaffer@ccmcnet.com.