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## THE CITY OF BLUFFDALE JOB OPENING

**Position Title:** Recreation Coordinator  
**Department:** Public Works  
**Status:** Full-time; benefits eligible  
**Hourly Wage:** \$24.93 +/-; based on experience.  
**Closing Date:** Open until filled with qualified candidate.

**Job Summary:** Under general supervision of the Parks & Recreation Manager, this position performs a variety of working level, general administrative, and technical duties as needed to coordinate the day-to-day operation of Bluffdale City recreation programs. Coordinates, organizes, and supervises Bluffdale City Parks & Recreation youth and adult programs, classes, and special activities so they meet the needs of the community. Preference given to candidates with previous Recreation Coordinator experience.

**Minimum Qualifications:** At least one (1) year experience performing related duties in detailed job description or related duties as an intern or recreation specialist. High School Diploma; preference given to college degree in recreation management, youth recreation leadership, physical education, or some other related field or an equivalent combination of education and experience.

If interested, please submit a Bluffdale City Employment Application and resume to Bluffdale City Corporation, 2222 West 14400 South, Bluffdale, Utah 84065 or email Human Resources at [hr@bluffdale.gov](mailto:hr@bluffdale.gov). An employment application may be downloaded online at [www.bluffdale.gov](http://www.bluffdale.gov). This position is open until filled.

*The City of Bluffdale is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, religion, age, or disability. The City of Bluffdale is a drug-free workplace; successful candidates must pass a pre-employment drug test before hire.*

# BLUFFDALE CITY

## Job Description

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**TITLE:** Recreation Coordinator  
**DIVISION:** Public Works

**DEPARTMENT:** Parks & Recreation

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### GENERAL PURPOSE

Performs a variety of working level, general administrative and technical duties as needed to coordinate the day-to-day operation of Bluffdale City recreation programs. Coordinates, organizes, and supervises Bluffdale City Parks & Recreation youth and adult programs, classes and special activities so they meet the needs of the community.

### SUPERVISION RECEIVED

Works under the supervision of the Parks & Recreation Manager.

### SUPERVISION EXERCISED

Coordinates City recreation programs. Provides immediate supervision over recreation activities and seasonal, temporary, or volunteer personnel; oversees coaches, activity specialists, site supervisors and officiators and conducts training as needed; may officiate or referee games or assist in coaching; maintains statistics for leagues and tournaments.

### ESSENTIAL FUNCTIONS

Initiates and coordinates the daily follow-up and implementation of activities as needed to assure timely delivery of scheduled activities, service projects, classes, league play and programs; supervises the operation and activities of such programs as basketball, baseball, tennis, pickleball, soccer, volleyball, softball, football, arts & crafts, running, other fitness activities, etc.

Meets regularly with the Parks & Recreation Manager to coordinated the needs of the recreation program.

Develops program cost projections and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines.

Conducts training as needed; may officiate or referee games or assist in coaching; maintains statistics for leagues and tournaments.

Schedules leagues, programs and activities; manages the annual and seasonal calendar to assure timeliness of program starting dates and conclusions; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation. Oversees the coordination and reservation of city field space for sports clubs and other events.

Assists in public relations by finding volunteer workers and presenting new programs to the general public; conducts program registrations; completes post-program evaluations to assure effectiveness; pays particular attention in activities that promote unity in the community. Must be able to communicate positively and professionally with the public, staff, and administration.

Coordinates with the City communications specialist in carrying out publicity programs utilizing various forms of media, notices, publications, flyers, and brochures to promote interest and use of recreation programs.

Controls use of equipment by signing out equipment and by scheduling reservations for use of public facilities.

Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.

Works nights and weekends as required.

Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

1. EDUCATION AND EXPERIENCE:

- A. High School Diploma; preference given to college degree in recreation management, youth recreation leadership, physical education, or some other related field;
- AND
- B. At least one (1) year experience performing above or related duties as an intern or recreation specialist.
- OR
- C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS AND ABILITIES:

*WORKING KNOWLEDGE OF* and proficiency in using Microsoft Word, Microsoft Excel and various types of computers and office machines; modern office practices and administrative procedures; OSHA health and safety requirements; County Health Department requirements; legal processes associated with the maintenance of public records and documents; interpersonal communication skills, bookkeeping and basic accounting.

*SKILLED IN* customer service with excellent public relations skills; highly motivated; computer literate.

*ABILITY TO* exercise initiative and independent judgment; act resourcefully under varying conditions; communicate effectively orally and in writing; establish and maintain effective working relationships with fellow employees, elected officials, and other agencies of the public; establish and maintain comprehensive records and files; problem solve and find workable solutions; be well organized and competent in managing volunteers.

3. SPECIAL QUALIFICATIONS:

Must obtain First Aid, CPR, and AED certifications within ninety (90) days of hire and must be maintained throughout employment.

Must possess a valid Utah Driver's License.

4. WORK ENVIRONMENT:

The person in this position performs in various settings. Tasks require a variety of physical activities. Talking, hearing, and seeing are essential in the performance of daily tasks. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.