



# Recreation Program Manager

- *Posted 07-Jul-2026 (MST)*
- *454 North Center Street, American Fork, UT, USA*
- *25.48-38.22 per hour*
- *Hourly | Full Time*
- *Medical, Dental, Vision, 401(k), Life Insurance, Health Savings Account, Flexible Spending Account, Competitive Salary, Paid Time Off, false, Employee Discounts, Fitness Center Discount*

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## Our Mission

American Fork City's mission is to provide excellence in service to residents, visitors, and business community to foster a high quality of life.

## Program Leadership

As Recreation Program Manager, you'll help ensure American Fork's recreation offerings run smoothly and consistently, with a strong focus on well-organized sports leagues that serve men's, women's, and youth participants.

Key responsibilities include:

- Coordinate recreation program setup, seasonal calendars, schedules, and registrations
- Organize league operations, including participation emphasis and instructional programming
- Provide administrative support, documentation, and customer-focused communication
- Supervise and support staff as needed to keep programs on track

Required qualifications/skills:

- Bachelor's Degree (or equivalent) in Recreation Management or a related field, and two (2) years of continuous experience in recreation management; OR an equivalent combination of education and experience
- Basic First Aid and CPR certification
- Valid driver's license

If you value organization and enjoy building reliable sports experiences through recreation, apply today.

## A Typical Shift

Your day in recreation starts by reviewing the sports calendar and confirming league schedules, field/court needs, and any last-minute adjustments. You'll respond to participant questions, update program information, and keep records current so details stay accurate and easy to find. As the day moves on, you'll touch base with staff to confirm coverage, track what's ready for upcoming leagues, and ensure each program is organized for smooth participation and instruction. You'll wrap up by checking timelines for next steps and preparing notes that keep tomorrow's priorities clear.

## Total Rewards

Medical, Dental, and Vision coverage; 401(k); Life Insurance; Health Savings Account (HSA) and Flexible Spending Account (FSA); Competitive Salary; Paid Time Off; Employee Discounts; and a Fitness Center pass.

A background check is required if 18+