

# Job Announcement



Park City Municipal Corporation  
445 Marsac Ave.  
Park City, UT 84060

## RECREATION PROGRAM SUPERVISOR

**CLOSING DATE:** Until Filled

**RATE OF PAY:** \$36.32-\$44.50 PER HOUR (D.O.E)

### JOB SUMMARY:

The Recreation Programs Supervisor, coordinates, implements, and supervises various youth and adult recreation programs, classes, and events that exceed the expectations of the community. Performs a variety of organizational and administrative duties in the day-to-day operations of the Park City Recreation Programs.

### TYPICAL DUTIES:

- Attends meetings with administration to coordinate program information and to discuss policies and operational challenges.
- Works closely with other Recreation Coordinators to research, create, and implement new activities not currently offered; participates in recreation activities to assist and evaluate program effectiveness.
- Organizes participants and teams for adult and youth sports tournaments, leagues, and clinics; issues equipment; officiates or arranges for officials at athletic contests; sets and enforces rules of play and maintains good sportsmanship among participants, volunteer coaches and parents/spectators; coordinates rosters, facility reservations, and scheduling of games and tournaments; ensures a safe, clean, well-ordered environment for all programs and activities.
- Recruits, hires, trains, motivates, schedules, and manages part-time site supervisors, officials, instructors, and volunteers in their duties; administers ADP timekeeping for direct reports.
- Advertises programs according to department policies; communicates necessary program details with front desk, tennis, fitness, and aquatics staff; coordinates with other City departments and divisions; assists other recreation staff in programs, activities, and special events as needed.
- Responsible for safe transportation of program participants in City vehicles.
- Solicits donations for tournaments and events.
- Researches, makes recommendations, and arranges for purchase of necessary equipment and supplies; operates programs in a fiscally responsible manner.
- Oversees facility utilization for events, leagues, and classes within the Recreation Center.
- Expertly utilizes current scheduling and registration software systems for programming implementation.
- All other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Bachelor's degree in a recreation field -OR- 2 years of experience in recreation and facility operations.
- Physical ability to oversee recreation programs and to provide instructor coverage when necessary.
- Current CPR/First Aid/AED certifications or ability to attain.
- Valid state driver's license.

### PREFERRED QUALIFICATIONS:

- 1 year of experience in a supervisory role.
- Current Certified Parks and Recreation Professional (CPRP) through the National Recreation and Parks Association, or ability to attain.
- Current Certified Youth Sports Administrator credential through the National Alliance for Youth Sports or ability to attain.

### APPLICATION INSTRUCTIONS:

External candidates: [www.parkcity.org](http://www.parkcity.org) and select 'jobs' and "apply"

### Park City Municipal Corporation is an Equal Opportunity Employer

Applications for current job postings are found on [www.parkcity.org](http://www.parkcity.org).

Individuals requesting Veteran's preference will need to provide Human Resources with a copy of form DD214.

To request an accommodation, please contact the city's ADA Manager at 435-615-5241.

**This job announcement is not an offer of employment or an employment contract.**