

# Recreation Coordinator - Programs

- *Recreation*
- *123 Center Street, Lehi, UT, United States*
- *22.47-32.58 per hour*
- *Hourly*
- *Full Time*
- *Health, Dental, Vision, Life, Retirement, cell phone stipend, etc.*

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## RECREATION COORDINATOR - PROGRAMS

**CLOSING DATE:** September 16

Interviews expected to be held on September 19

**PAY RATE:** \$22.47 - \$32.58/hour, Depending on qualifications and experience, with starting wage not typically above the mid-point of the range (\$27.53).

**SCHEDULE:** Full time

**DEPARTMENT:** Recreation

## JOB SUMMARY

Performs a variety of general administrative and supervisory duties as needed to coordinate the establishment, organization scheduling, and operation of recreation programs emphasizing participation and instruction in youth and adult programs, and community events. Hours will vary and include some evenings, weekends and holidays depending on program/event. Works under the general supervision of the Recreation Program Manager.

## RESPONSIBILITIES AND QUALIFICATIONS

As Recreation Coordinator, the expectations for this position are:

- Plans, establishes, and organizes a comprehensive variety of programs and events offered through Lehi Recreation, including dance, cheer, martial arts, itty bitty ball, Halloween, scrapbooking, camps, etc. Helps determine necessary components (i.e. instructors, facilities, equipment, volunteers, etc.).
- Serves as a liaison to the community for Recreation Program Manager, prepares and delivers reports as needed to advise of projections and results.

- Communicate with staff in order to successfully run programs and resolve issues and problems in a timely manner.
- Maintain proper procedure for all forms including registrations, rosters, daily reports, incident reports and program evaluations.
- Assists with event set-up and break-down, and the daily management of programs.
- Recruit, evaluate, train, and motivate staff and volunteers as needed for programs.
- Responsible for equipment associated with various programs; keeps inventory and orders replacement and new equipment as needed.
- Gives recommendations for the division budget; makes revenue projections; aides in the preparation of yearly calendar of Legacy Center activities.
- Publicize programs in relationship to brochures and flyers that will be sent to the community and local schools.
- Establish relationship with media to insure publicity of upcoming events and submit news story ideas to local media.
- Reviews complaints, problems and concerns expressed by the public and makes recommendations accordingly; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

This is intended to be a supervisory position although circumstances may at times require those with primarily organizational assignments to perform in additional capacities on an as needed basis.

MINIMUM REQUIREMENTS, SKILLS, and ABILITIES: A successful candidate will meet these minimum requirements:

A. Graduation from college with a bachelor's degree in Recreation Management or closely related field

AND

B. One (1) year experience performing above or related duties;

OR

C. An equivalent combination of education and experience

A successful candidate will also have the followings skills and abilities:

- Considerable knowledge of methods, techniques, and philosophies of developing and operating a broad spectrum of programs; programming for all age groups in in the community
- Working knowledge of developing and successfully operating recreation leagues, establishing programs, camps, events and other play activities
- Working knowledge of establishing and maintaining effective working relationships with employees, volunteers, and the public recreation programs
- Working knowledge of personal computers and various software applications including spread sheets, word processing, outlook, etc.
- Working knowledge of basic first aid and safety measures
- Current valid driver's license
- Ability to lift 15 to 50 pounds and engage in moderate physical activity
- Ability to work in adverse weather conditions, walking and standing for several hours at a time. Lifting and other physical activity is also involved
- Ability to follow basic safety precautions and procedures in relation to staff and general public
- Ability to make sound decisions in a sometimes stressful environment
- Ability to operate equipment and tools requires
- Flexible work hours required and serving in an on-call status is required for this position. Must be willing to work some holidays, weeknights and Saturdays

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.

Employment in this position is conditional upon passing a pre-employment background and drug test. The City's drug test and background check policy can be found in its entirety here: <https://www.lehi-ut.gov/wp-content/uploads/2023/12/Employee-Policy-Manual-July-1-2024.pdf> - <https://www.lehi-ut.gov/wp-content/uploads/2023/12/Employee-Policy-Manual-July-1-2024.pdf>