

Recreation Coordinator - Sports

- *Recreation*
- *123 Center Street, Lehi, UT, United States*
- *46741-67775 per year*
- *Hourly*
- *Full Time*
- *Health, Dental, Vision, Life, Retirement, etc.*

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RECREATION COORDINATOR - SPORTS

CLOSING DATE: Open Until Filled

PAY RATE: \$46,741 - \$67,775 Depending on experience and qualifications, with starting pay not typically above the mid-point of the range (\$57,258).

DEPARTMENT: Recreation

JOB SUMMARY

Performs a variety of general administrative and first-line supervisory duties as needed to coordinate the establishment, organization scheduling, and operation of recreation programs emphasizing participation and instruction in men's, women's, and youth sports.

Works under the general supervision of the Recreation League Manager.

Provides direct to general supervision to personnel required to run specific programs offered through the Lehi Recreation Division.

RESPONSIBILITIES AND QUALIFICATIONS

Plans, establishes, and organizes league and team programs offered through the Legacy Center, including softball, basketball, baseball, soccer, tennis, flag football, volleyball, etc.; helps determine necessary components (i.e. instructors, facilities, equipment, volunteers, officials, coaches, etc.); monitors program activities to assure quality and serves as trouble shooter. 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.

Recruits, hires and trains part-time and seasonal personnel needed in conjunction with programs; monitors performance and makes recommendations affecting personnel statuses such as retention, advancement, and discipline.

Serves as a liaison to the community for Recreation Director and Recreation League Manager, prepares and delivers reports as needed to advise of projections and results; makes recommendation concerning programs offered and times available; 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; coordinates with registration supervisor to verify dates, prices and obtain updated procedures.

Monitors surrounding recreation programs to compare and compete for patronage; directs and performs program and special event marketing and advertising; maintains sports program website posting dates, policies, etc.; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors; accepts and coordinates ball park reservations; and works with local schools to secure gym space.

Responsible for equipment associated with various programs; works with vendors to negotiate equipment pricing; keeps inventory and orders replacement and new equipment as needed ; assures a safe and clean environment through periodic safety checks .

Gives recommendations for the division budget; makes revenue projections; monitors on-going expenditures to assure compliance with fiscal goals; advises in the establishment of program fees; aides in the preparation of yearly calendar of Legacy Center activities.

Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

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

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>