



Recreation Supervisor

Supervision:

- Given: Recreation Coordinators, site supervisors, concessions, various part-time, seasonal, and volunteer personnel.
- Received: Community Services Director

Wage:

- \$26.95 – \$33.31 per hour (depending on experience)

Status:

- Full-Time (benefited)
- Medical, Dental, Vision, Life
- 13.5 Paid Holidays
- Paid Vacation
- URS Retirement System
- Sick Leave

Closing Date:

- Open until filled

Application Process:

- Email application to Kwilliams@tremontonciv.gov or deliver to the Tremonton City Offices:
102 S. Tremont St.
Tremonton Utah, 84337



Scan code for
application @
Tremontonciv.gov

Make connections, build community, and make life better for residents in Tremonton. Tremonton Recreation is looking for a creative individual with a passion for bringing people together and creating unforgettable experiences for our community.

Job Summary

Performs a variety of general administrative, technical and first-line supervisory duties as needed to coordinate the establishment, organization, scheduling and operation of specific recreation programs emphasizing participation and instruction in adult sports, youth sports, tournaments, other recreational activities and special events.

Knowledge, Skills, & Abilities

- Methods and techniques of developing recreation and community education programs.
- Design, coordinate, and implement a variety of community events, tournaments and recreation programs.
- Fiscal management and budget development.
- Rules, policies, and procedures of sports and various recreational activities.
- Interpersonal communication skills & public relations.
- Managing situations to avoid conflict and friction.
- First Aid and CPR.
- Computer equipment and software including Microsoft Office, Adobe Illustrator and Sportsman SQL.

Education & Experience

- Graduation from college with a bachelor's degree in recreation management, or closely related field;
- **AND** Three years of progressively responsible experience performing duties listed on job description or related duties;
- **OR** An equivalent combination of education and experience.

Special Requirements

- Certified Park and Recreation Professional (CPRP) certification preferred.
- Must be Red Cross certified in First Aid and CPR within six months of hire.
- A one-year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Successful completion of pre-employment drug screening is required.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

The above statements are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This updated job ad supersedes prior descriptions for the same position.

Management reserves the right to add or change duties at any time. Tremonton is an EEO/ADA employer.