SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Recreation Coordinator

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Paraprofessional
Status:	Non-exempt
Control No:	30604

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Division Head, coordinates, organizes and supervises Sandy City recreation youth and adult programs, classes and special events so they meet the needs of youth and adults.

III. Essential Duties

- Organize participants into teams or classes for each sport class.
- Set rules of play and conduct for each sport or activity.
- Provide rosters and schedules for coaches and instructors of each sport.
- Advertise programs in newspaper and other publications and provide flyers and registration forms for each participant.
- Organize and set up tournaments, leagues and clinics, and/or races for each sport.
- Order shirts, hats, uniforms, trophies, medals, ribbons, supplies, and other equipment for each sport.
- Oversee and schedule facilities, parks and school fields.
- Maintain communication with other departments and divisions.
- Hire, train, motivate, schedule and supervise coordinators and instructors in their duties.
- Develop and incorporate new programs not currently offered.
- Set-up and assist photographer for pictures to be taken for each sport.
- Train and instruct coaches in proper coaching procedures.
- Coordinate and organize officials and pay them for games.
- Prepare yearly budget for each program and keep accurate records.
- Develop and coordinate year round, summer and/or after-school programs.
- Assist in the coordination of the Youth Arts Festival.
- Work on Safari program for scheduling leagues and facilities.

IV. Marginal Duties

- Maintain City Parks and Recreation Facility.
- Assists in bid process for large orders of equipment, trophies, t-shirts, etc.
- Evaluate current programs and their success.
- Report any field or facility problems to Recreation Division Head.
- Plan and conduct employee training sessions.
- Receive telephone calls and walk-in public, directing individuals to appropriate personnel and responding directly to matters concerning routine office business.
- Provide office support, answer phones, and interact with the public.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's Degree in Recreation Management or related field

Experience: Two years closely related work experience; may substitute up to one year equivalent combination of education and experience.

License/ Certification: Must possess a valid Utah Driver's License; a valid Utah Commercial Driver's License (CDL) may be required within six months of hire unless position requires it immediately; must have

CPR certification.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Sports programs (in depth knowledge required of assigned sports); principles of recreational programming to include goals and objectives of the community; proper English usage, spelling, and vocabulary; computer equipment and software; knowledge of OSHA safety standards & other risk management principles.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees.

Communication Skills: Contacts with other departments furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; outside contact with public presenting data; frequent contacts with major executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; frequent use of a fax machine and computer (crucial use of Rec-Ware program); occasional use of a calculator and computerized scoreboard control panel.

Analytical Ability: Organize persons of high rank; organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation; operate computer and telephone systems.

VII. Working Conditions:

Generally comfortable working conditions; frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; moderate physical exertion is present because of stooping and kneeling required; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.