

**SMITHFIELD CITY
POSITION DESCRIPTION**

Position Description: Recreation Coordinator/Youth Sports
Supervisor: City Recreation Director
FLSA Status: Non-exempt

POSITION SUMMARY

The Recreation Coordinator is a benefitted position responsible for the planning, coordinating and supervising recreation programs with emphasis on youth sports. Performs a variety of administrative duties related to the organizing and conducting youth sports programs. Performs a variety of manual labor oriented landscaping and grounds maintenance work including operation of light to medium sized motorized equipment. Performs other duties as assigned.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Organizes and supervises a variety of community recreation & sports programs
 2. Develops program schedules for leagues, tournaments, and programs
 3. Recruits and trains volunteer coaches and departmental staff
 4. Recruits, trains and supervising site supervisors, referees and scorekeepers
 5. Performs minor maintenance to equipment and facilities
 6. Performs general landscaping and sports field maintenance
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MINIMUM QUALIFICATIONS

Bachelor's degree in parks & recreation, recreation administration, public administration or closely related field. Equivalent to two (2) years of responsible experience in the parks and recreation or closely related field. Must have strong public relations skills, and be able to communicate verbally and in writing with supervisor and other employees. Must be organized and have good computer skills. Must be trained in first aid, CPR and the use of an emergency defibrillator. The successful candidate will be required to pass a pre-employment drug screen and criminal background check.

PHYSICAL DEMANDS

Ability to work in a standard office environment, and outdoors in all weather conditions; ability to travel to different sites and locations; and ability to cope with stressful situations in a fast-paced environment are essential.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of the Smithfield City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. The Human Resource Department will provide reasonable accommodations for applicants during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and background check. Smithfield City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

SALARY

Range - 33,000 - \$40,500

Applications: Those interested in applying should submit a completed city employment application and resume to Smithfield City Human Resource Department, Attn: Jane Price, 96 South Main Street, Smithfield, UT 84335 or via email at jprice@smithfieldcity.org

Closing Date: December 8, 2017 at 5:00 pm