

**Position Title:**

Recreation Membership & Engagement Coordinator

**Job Posting Closing Date:**

07/12

Provo City is looking for a Membership & Engagement Coordinator to provide professional work responsible for acquiring, engaging, and retaining Recreation Center members and improving the overall membership experience. Civic-minded individuals interested in supporting the recreational services provided to the residents of Provo City are strongly encouraged to apply.

**Job Details****What is the compensation?**

(G24, 25, 27) Pay Rate: \$23.10 - \$36.86 per hour (depending on experience)

Provo City offers generous **employer-paid health insurance**; retirement and pension plans, including 401k and **401k matching**; paid leaves, including vacation, sick, holidays, bereavement, and parental leaves; educational assistance; competitive pay; and regular review of compensation practices to remain competitive with the market. Employees also receive great perks: free use of the Provo Recreation Center and Peaks Ice Arena, a Provo Library card, 50% off green fees at Timpanogos Golf Course, **a 4/10 work schedule**, and others. For more information about benefits click

[here.](#)

**What are the main duties?**

- Under close to general direction from the Recreation Center Manager attract, engage, and retain members by creating programs that provide an engaging membership experience.
- Develop Recreation Center member events and seasonal youth camp experiences.
- Order supplies and purchase program-specific materials in accordance with established budgets.
- Develop marketing and promotional strategies and materials under the direction of a supervisor.
- Supervise part-time staff and/or volunteers assigned to specific programs.
- Assist in the recruitment, evaluation, and training of staff.
- Solicit information from current and potential Recreation Center members.
- Maintain and prepare a variety of statistics and reports.
- Assist in developing strategies for programs including making recommendations on program changes.

- Collaborate with Provo Parks and Recreation Special Events/Marketing team.
- Recruit and provide direct support to Corporate Members.
- Recruit and provide direct support for facility rentals and field trips.
- Assist other staff members and the public as needed and perform other related duties as required.

**What are the minimum requirements?**

*At all levels, equivalent combinations of education and experience may be substituted for each other [1 year of post-secondary education/training for 6 months of experience].*

At all levels

- A Bachelor’s degree in Recreation, Business Management, Marketing or closely related field.
- A valid, lawful Driver License.

Coordinator II

- The above and 1 year of experience in recreational program management.

Coordinator III

- The above and 3 years of experience in recreational program management.
- NRPA Parks and Recreation Professional Certificate.

Click on the links below for more information about duties and requirements.

[Recreation Program Coordinator I](#)

[Recreation Program Coordinator II](#)

[Recreation Program Coordinator III](#)

**What is the selection process?**

Applications will be reviewed in the order they are submitted, with the first screening being held on **July 13, 2026** Applicants must meet the minimum qualifications listed above to be eligible for consideration.

If selected for hire, candidate will be required to successfully pass a drug screen and criminal background check. Non-disclosure may result in dismissal. Applicants with unsatisfactory drug screen results will be ineligible for appointment or application to any Provo City position for a minimum period of six (6) months.

**Why Provo City?**

By planning growth thoughtfully and managing resources responsibly, we maintain a future for Provo that is vibrant, connected and welcoming for families, students, seniors, and business for generations to come. All of this makes Provo **well-managed, friendly, economically vibrant, and livable for people at all stages of life**. Visit [provo.gov](http://provo.gov) to learn more!

*Provo City is an Equal Employment Opportunity employer.*

**Full Time/Part Time:**

Full time

**Position Type:**

Regular

**Scheduled Hours:**

40