



FARMINGTON
PARKS & RECREATION

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Recreation Coordinator

Job Title: Recreation Coordinator

FLSA Status: Non-Exempt

Department: Parks and Recreation

EEO Category: Professionals

Report to: Recreation Manager

Position Summary:

Under general direction of the Gym / Recreation Manager, this position is responsible for organizing recreation programs, including managing coaches, staffing, facilities and programs.

* Currently the focus of this position is to bring consistency, knowledge and continued development to our adult volleyball, adult basketball, youth fishing, youth basketball and archery leagues and programs.

Essential Duties and Responsibilities:

- Assist organizing, coordinating, and scheduling recreation leagues and programs.
- Support the development and growth of adult and youth recreation programs.
- Ensure safety, proper use of facilities, sports equipment, and program supplies.
- Contribute ideas for new and diverse recreation programming opportunities.
- Recruit, hire, train, schedule, and supervise seasonal program staff.
- Maintain inventory; distribution, collection, setup, takedown of equipment/ supplies.
- Assist leadership with budget-related decisions for assigned programs.
- Provide excellent customer service in a courteous, professional, and helpful manner.
- Address and resolve complaints or concerns from coaches, and participants.
- Collaborate with other staff to support daily operations and special events.
- Work flexible hours, including evenings and some Saturdays.
- Assist with city-wide special events and perform other duties as assigned.

Knowledge of:

- Sports rules, recreation activities, and program safety procedures.
- Microsoft Excel, Outlook, Word, and other related computer applications;
- Sportmans registration software and Athletify scheduling systems preferred.

Skilled in:

- Skilled in time management, and multitasking in a fast-paced environment.
- Skilled in sports program set up, equipment management and inventory.
- Skill in interpersonal relations to work effectively with the public and other City employees.

Abilities to:

- Ability to work independently while also contributing to a team atmosphere.
- Ability to adapt to changing program needs, schedules, and community interests.
- Ability to resolve conflicts, handle complaints professionally and find effective solutions.

Minimum Qualifications:

- Graduation from high school / GED or equivalent AND
- Two (2) years of related experience in recreation program administration, physical education, teaching, coaching, or a related field; or an equivalent combination of education, training, and experience.
- Must be 18 years of age.
- Valid Utah Driver's License, or the ability to obtain within two weeks of hire.
- First Aid and CPR Certification, or the ability to obtain within 30 days of hire.

Preferred Qualifications:

- Bachelors' degree in recreation management/ administration or a closely related field.

Physical Requirements:

The Recreation Coordinator position requires the ability to perform a variety of physical duties associated with recreation programs, leagues and special events, including lifting carrying, setting up and moving sports equipment and supplies regularly 25 pounds but may go up to 50 lbs. depending on equipment. Employees must be able to stand, walk, bend, stoop and remain physically active for extended periods while supervising or conducting recreation activities.

Work Environment:

Work is performed in a variety of settings, including the recreation center gymnasium, athletic fields, parks and office environments. Employees may work outdoors in varying weather conditions or indoors with facility conditions varying depending on program needs.

Personal Protection Equipment will be assigned depending on the sport.