



Job Title: Recreation Coordinator

Department: Sheridan Recreation District

Status: (non-benefited position)

Hiring Range: \$19.36-\$21.79/hour (30-35 hours/week)

Supervisor: Youth Recreation Supervisor

ESSENTIAL JOB DUTIES

- Assist the Recreation Supervisors in organizing and facilitating youth and adult programs.
- Responsible for after-hours supervision of youth and some adult sports programs/activities

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/TASKS

- Work with Recreation Supervisors to schedule youth programming, clinics, and special events
- Interact with program participants
- Review applications, interview, with Recreation Supervisor, to hire staff as needed
- Produce fliers for programs and special events
- Work with Recreation Supervisor for inventory to help purchase supplies, materials and equipment for all assigned programs and special events
- Ability to officiate youth and adult sports, or ability to learn
- Work schedule hours to include weekends and evenings
- Update specific programs with league schedules and standings
- Adhere to safe work practices and procedures
- Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge
- Safely operate all vehicles and other job-related equipment
- Establish and maintain harmonious working relationships with other employees, officials, and the public
- Attend to emergencies when necessary
- Support and enforce all policies, safety regulations, and guidelines established by the Director and/or Recreation Board
- Perform related duties as required or assigned

SUPERVISORY RESPONSIBILITIES

- Supervise umpires/officials, participants, and patrons in the evenings during youth and adult activities and leagues.

WORKING CONDITIONS

- Moderate exposure to undesirable working conditions including heat and cold, noise, and working outdoors.
- Position will require evenings, some weekend, and holiday work
- Office with computer and printer
- General public contact is extensive



MINIMUM QUALIFICATIONS

- 18 years of age
- Associate's degree or equivalent work experience "Preferred"
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Ability to work weeknights and weekends as needed
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees
- Ability to work with limited supervision
- Ability to effectively communicate verbally and in writing
- Current CPR Certification, or ability to obtain within 6 months