



Carbon County Job Description

Title:	Coordinator of Recreation Programs	Job Code:	
Department:	Recreation	Effective Date:	
Reports To:	Director	Last Revised:	09/2022
Full Time		FLSA Status:	Non Exempt

Overall Responsibility:

Responsible for recreation programs as assigned by the director. Will have oversight responsibilities for all sports programs and Community Recreation Programs.

Key Tasks and Responsibilities:

Plan all sports and community recreation programs.

Oversee all programs and community recreation programs.

Oversee all employees who work with the programs and Community Recreation Programs.

Provide initial training and ongoing training for employees who work in programs and Community Recreation Programs.

Assist with hiring of personnel who will work in sports and community recreation programs.

Assist with evaluations of employees who work in sports and community recreation programs.

Work with the director to develop and enforce department policies.

Work with the director and assistant director on risk management and liability issues.

Develop budgets and financials for sports and community recreation programs as assigned by the director.

Assist with office tasks as needed.

Cleaning and maintenance of sports facilities and equipment as needed.

Assist with ordering and designing of jersey and shirts for programs and recreation programs as needed.

Help to ensure dress code is adhered to for all County Employees and hired staff.

Schedule officials for sporting events.

Ensure the County facilities are maintained, and are operational during sporting events.

Prepare fields for sporting events – this may include some equipment operating.

Skills and Attributes:

Must have planning and organizational skills. Must have a wide knowledge of recreation programs, from sports to outdoor adventure activities. Must have skills necessary to schedule sports leagues and tournaments. Must have people skills and be able to handle difficult people in stressful situations. Must have intimate knowledge of sports programs and safety protocols for sports programs. Must have advanced first aid training, such as first responder certification. Must be flexible to do many different tasks from director of leagues to guiding/assisting in outdoor programs.

Experience Requirement:

Must have a degree in recreation management or at least five years of experience working in recreation programs.

Physical Effort/Environment:

Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

When talking one must convey detailed or important instructions or ideas accurately, loudly, or quickly.

Able to hear average or normal conversations and receive ordinary information.

Average, ordinary visual acuity necessary to prepare or inspect documents.

Work is split between the office and working outside in sports programs and occasionally in the outdoor programs. It is necessary to regularly lift as much as 50 pounds and occasionally as much as 75 pounds. Must be willing to work a flexible schedule, including evenings and weekends and work more than 40 hours when necessary.

Employee Signature

Supervisor Signature

Date