



SPORTS & RECREATION COORDINATOR

Opening Date: July 19, 2021

Closing Date: Until Filled

JOB SUMMARY:

This is a part-time, non-benefited position which will help to develop and organize the Community Services programs and activities.

DUTIES AND RESPONSIBILITIES:

- Responsible for completion of short/ long range planning, organizing, and success of recreational programs and city events.
- Assists in developing, administering, and overseeing overall recreation budget expenditures.
- Plans and organizes other special events and assists with building scheduling.
- Coordinates with supervisors of sports leagues and events.
- Schedule and timecard review of sports officials and supervisors.
- Assist Events staff with other tasks when needed.
- Additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to develop programs and express processes and procedures in written format.
- Ability to identify, work through, and solve detailed and complex recreation service issues.
- Outward thinking, fun, team player
- Demonstrated timeliness and follow through on duties and assignments.
- Organized and able to manage facilities, personnel, and schedules for various programs.
- Positive work attitude: enthusiastic, confident, outgoing, helpful, committed.
- Work effectively and positively with the other personnel and the public.
- Skilled in the use of a computer and its various programs.

SALARY: Starting salary is \$15.00-\$17.00/hour DOE

SCHEDULE: Flexible schedule ranging from 25-40 hours per week based on programming needs; occasional weekend/evening

Send completed City of Cedar Hills employment application, resume, and cover letter to: Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or gordon@cedarhills.org. Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.