



The City of Pelham Parks and Recreation is currently accepting applications for a full-time position of **Recreation Coordinator – Operations** and reports to the Assistant Director of Parks and Recreation.

### **Representative List of Essential Duties and Responsibilities**

The list is not intended to be all-inclusive nor exclusive but is intended to provide examples of typical duties performed.

- Position will work 2-3 nights per week and several weekend shifts per month.
- Assists Operations Supervisor in conducting market research and developing short- and long-range community recreation goals and objectives.
- Serves as the Manager on Duty at times and manages recreation associates when needed.
- Assists supervisor with staff assignments and distributing work, directing staff in their job duties, monitoring progress of work, providing feedback and/or training.
- Communicates with citizens and participants via e-mails, monthly calendars, newsletters, and program schedules.
- Assist in developing and maintaining relations with recreation providers in community.
- Assists in purchasing equipment, supplies and services from outside vendors.
- Assist with recruiting, hiring, training, and developing high performing recreation center associates.
- Assist in scheduling staff.
- Establishes and maintains effective working relationships with others.
- Assists with building/facilities operations such as repairs, janitorial maintenance, and security and safety issues; reports need for repairs and follows-up on services.
- Assist in overseeing cleanliness and maintenance of facility.
- Research new trends and develops innovative programs.
- Plans, implements, and evaluates outdoor, fitness and adult recreation programs for the community.
- Monitors program/classes/rental set up and usage at the Recreation Center.
- Recruits and manages contract fitness instructors.
- Coordinates and evaluates fitness classes.
- Assist with the opening or closing of the Pelham Senior Center occasionally.
- Assist with athletic programs or events occasionally.
- Assists with community special events.
- Complies with all applicable government regulations.



## Education/Experience

Bachelor's degree in Parks and Recreation or a related field plus two (2) years related experience and/or training with managing personnel and recreation programs, or equivalent combination of education and experience.

## Certificates and Licenses

- Commercial Driver's License Passenger License- preferred.
- Certified Parks and Recreation Professional certificate preferred or must be obtained within first twelve months of hire.

## Supervisory Responsibilities

Directly supervises part-time employees and additional volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, (NOTE: this position does not hire, but would assist in hiring) and training employees and volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

## Compensation

The compensation range for this position is \$ 42,743.09 to \$ 58,254.45. Pay rate offered will be determined based on applicant's qualifications including education, certification, licensure, and years of applicable experience.

Applications are available on the City's website and can be downloaded. A completed application and resume are required and may emailed to [HR@pelhamalabama.gov](mailto:HR@pelhamalabama.gov) or mailed to City of Pelham, Human Resources, at P.O. Box 1419, Pelham, AL 35124. **The final date to apply is Wednesday, March 29, 2023, at 5:00 P.M.**

*We do not discriminate on the basis of race, sex (including pregnancy), color, age, national origin, disability, or any other protected status. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal opportunity employer.*