



NIBLEY CITY: Seasonal Recreation Coordinator

Part-time Seasonal (Open until filled)

Application Deadline: (Applications reviewed every Thursday)

The thriving, young, growing community of Nibley City in Cache County is seeking a qualified and driven Part-time Seasonal Recreation Coordinator, for the Spring, Summer, and fall (with a winter break Nov-Feb), to help build a happy, healthy, connected community.

Position Overview

Under the supervision of the Recreation Youth Sports and Events Coordinators, the seasonal coordinator will work to support youth sports programs, community events, and fitness events including fun runs, fitness programs, and other innovative recreation experiences. Prior youth sports and or event planning experience is preferred but is not required. This Coordinator will plan, organize, implement, supervise, manage, and community events to meet given objectives. Upon completion of on-the-job training, the seasonal coordinator will work on independent assignments and may also support the recreation team in the planning and implementation of other recreation programs, classes, clinics and events.

Essential Functions

The coordinator will help prepare and distribute promotional advertising; prepare event supplies, schedule performers, secure vendors, prepare event plans and layouts, recruit volunteers; perform community outreach; request donations, prepare and maintain reports and event supplies inventory; create and update schedules, assist other staff members, and the public as needed; and perform other related duties as assigned.

Duration, Schedule, & Expectations (Flexible and negotiable based on the coordinator's availability)

Program and event planning, preparations, and coordination may be completed during the day and or in the evening.

- 10-15 hrs./week on average (this may vary from 5-30 hrs./week)
- This position may require varied hours, and may include occasional early mornings, nights, & weekends for scheduled events

Career Development/Benefits

- Valuable experience in developing, planning, and implementing program and event plans.
- Potentially participating in the development of new innovative programs and events.
- VALUABLE MARKETABLE EXPERIENCE IN THE FIELDS OF: recreation management, experience design, and community health

Physical/Environmental Factors

This work requires some lifting of heavy objects and boxes, office work and outdoor recreation work with possible exposure to adverse weather conditions. The ideal candidate will work well independently and with our team to meet multiple and sometimes competing deadlines. The Seasonal Coordinator must demonstrate a cooperative attitude through positive interaction with participants, volunteers, colleagues, and supervisors and is expected to exercise judgment and initiative in completing their work on time.

Pre-employment testing

Prior to appointment, the applicant will be required to successfully pass a criminal background check.

Wage and Required Skills/Experience

Starting wage will be between \$13.50 and \$16.00/hr depending on applicable experience. Applicants with a bachelor's degree in Recreation, Experience Design, Community health, or other related fields are preferred, [Alternatively, a high school diploma (or equivalent), and 1-3 years of recreation experience will also be considered] with preference given to those with a demonstrated ability to perform the essential functions of the position. Possession of or ability to obtain a valid CPR certificate; a valid driver's license with an ability to pull a trailer; exceptional customer service skills; the ability to effectively direct a group; the ability to use a computer to manage work and create hard copy and electronic promotional materials; the ability to communicate clearly and concisely, both orally and in writing; the ability to establish and maintain effective working relationships with those contacted in the course of work

Application Information

- Interested applicants must complete an employment application available @ www.NibleyCity.gov. Provide a cover letter and résumé outlining their recreation experience, education, interests, and goals.
- Application materials should be submitted via email and should be addressed as follows:
 - **Subject Line:** Seasonal Coordinator App (**Only Electronic applications will be accepted**)
 - **Addressed to:** Chad Wright, Recreation Director: ChadW@NibleyCity.gov