



550 North 200 West, Bountiful, UT 84010

NOTICE OF JOB POSTING

Position: Recreation Coordinator

Effective Date: 6/3/26– 6/17/26

Salary Range: \$25.26 - \$35.50 depending on experience

Application Deadline: 6/17/26.

Department: Recreation

Status: Full-Time Benefitted

How to Apply: <https://www.southdavisrecreation.gov/employment-application>

Email application and resume to: cory@southdavisrecreation.gov

POSITION REPORTS TO: Recreation Manager, Ice and Recreation Director, and Executive Director

POSITION SUPERVISES: Recreation department program staff.

GENERAL PURPOSE:

Under the direction of the Recreation and Ice Director, and the Recreation Manager performs professional duties in planning, developing, coordinating, implementing, and supervising recreation programs for the South Davis Recreation District. The following list of duties is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.

EXAMPLE OF DUTIES:

1. Ensure assigned recreation and sports programs are ran efficiently, effectively, and cost-effectively. Assist with planning, implementing, and evaluating youth and adult programs. Including flag football, soccer, Jr. Jazz basketball, volleyball, and summer camps.
2. Assist in the financial control of all assigned program and activity revenues and expenses. Adhere to the budget given by management per program or activity. Follow and maintain proper financial tracking of assigned programs. Monitor programs for cost effectiveness and recommend changes for improvement.
3. Initiates and participates in the hiring, training and supervision of assigned recreation, part-time employees, and volunteers to provide the highest quality programs possible. Schedules appropriate number of staff for assigned program or activity needs; monitors and evaluates employee performance and conducts regular staff and training meetings. Conduct audits and performance appraisals and implement corrective action when necessary.

4. Oversee and participates in the development and administration of the Recreation program's annual budget, monitor expenditures and payroll in accordance with established procedures and guidelines.
5. Establish team rosters, schedule leagues, and tournaments. Make all schedules and calendars available to the public and participants well in advance of program start dates. Enforce all rules and regulations of recreation and athletic programs, including facility and district policies.
6. Coordinate and participate in the design, preparation and distribution of the department's publicity and marketing including brochures, press releases, flyers, and online advertisement. Make sure dates, times, and costs are correct on all marketing materials.
7. Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs. When ordering supplies use cost comparisons and product reviews.
8. Review current programs efficiency, effectiveness, and participation. Research the needs of the community for new programming and events and make recommendations to the Recreation & Ice Director for implementation.
9. Actively encourage and promote the professional atmosphere of the Recreation Center, and help ensure that all staff act in a professional manner and dressed in appropriate uniform. Handle Participant complaints and comments in a courteous manner as they arise and maintain positive public relations for the facility. Always set a positive example for the facility.
10. Actively participate in and schedule department staff and volunteers to work unique events including tournaments, races, special celebrations, and other assigned events.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience
 - A. Graduate from a college or university with a bachelor's degree in Recreation Management, Physical Education, Public Administration, or related field.
 - AND
 - B. Two (2) years of recreation programming, physical education teaching, coaching, or related experience with one (1) year experience in supervisory or management of a recreation program.
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skill, and Abilities:

A thorough knowledge of philosophy and objectives of community recreation programming. Ability to organize and direct programs; ability to work early mornings, night shifts, weekends, and holidays; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to communicate effectively, verbally and in writing.

Ability to operate personal computers and various software applications including spread sheets, word processing, and basic office equipment.

3. Special Qualifications:

Must possess a valid Utah driver's license with no driving restrictions.
Must be CPR, AED, and First Aid certified or able to obtain within three (3) months of hire date.

4. Work Environment:

Incumbent of the position performs in a climate-controlled environment. OSHA related hazards can be exposed to under controlled conditions. Tasks require a variety of physical activities, involving muscular strain, such as walking, standing, stooping, sitting, reaching talking, hearing, and seeing. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminate thinking, and creative problem solving. Periodic travel required in normal course of job performance.

EQUAL OPPORTUNITY EMPLOYER