

City of Sergeant Bluff Recreation Coordinator

Job Description- The City of Sergeant Bluff has an immediate opening for a Recreation Coordinator in the Parks and Recreation Department. The Coordinator will assist in development and implementation of all youth, adult and senior activities offered and promoted through the City of Sergeant Bluff Recreation Department. This individual will also coordinate with the Recreation Director to collaborate on various work schedules as it relates to program needs. Will report to the Director all program and equipment needs, assist in the evaluation of programs for feasibility and retention, Obtains coaches, officials, and other volunteers to provide instruction, direction and guidance in established programs and special events. Listens to ideas and suggestions from public, groups or other staff and businesses regarding program development activities, provides on-site supervision of a variety of youth, adult and senior programs and will work with a variety of part-time staff to facilitate and run programs and events as needed, provide help with promotion of events through social media and utilizing online registration software. Assist in the operation of the Indoor Batting Facility, Sergeant Bluff Community Center to coordinate use of gymnasium and Outdoor Pool. Makes shelter house reservations, room rentals, collects fees and performs related general office duties as required; oversee and maintains program records regarding receipts and disbursements. Will also assume some responsibility and coordinate efforts of maintenance and custodial duties of the various facilities as needed. Perform outdoor upkeep and field preparation for playing fields in a variety of arenas, as well as all other duties assigned. Position will work a flexible schedule that will require some evenings and weekends.

Degree/Education- Education or experience related marketing, social media and other promotions is not required but preferred.

Salary Range- \$29,000.00-\$32,000.00 DOQ along with an excellent benefits package to include free Medical and Dental premiums for the employee.

Send resume to the City of Sergeant Bluff, PO Box 703, Sergeant Bluff, IA. 51054. To the attention of Brent Brown- Parks and Recreation Director. Applications will be taken until April 4, 2019 with interviews to follow. Position will be left open until filled. The City of Sergeant Bluff is an equal opportunity employer.