Job Description

Job Information

Title: Recreational Coordinator

Pay: Hourly pay adjustments are determined on an annual basis by the Beulah Park District Board.

Wage is based on experience.

Wage based on a 35–40-hour work week

Pay will be discussed during the interview

Benefits: Excellent benefit package that includes health, retirement, vacation/sick leave. Employee + qualifying family members receive a free membership to the Energy Wellness Center and a discount at Beulah Bay Campground.

Supervisory: Beulah Park District – Director

Job Summary

Under general supervision from the Director, performs professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs for the Beulah Park District and the Energy Wellness Center.

Job Duties and Tasks

The following statements are intended to describe the general nature and level of work to be performed by the individual within the classification. They are not to be considered an exhaustive or all-inclusive listing of the position’s duties and tasks, as they may change or be adjusted, as situations require.

Essential Functions

* Plan, organize, develop, schedule, and evaluate recreation and athletic programs.
* Run yearly leagues that include all baseball levels, girls’ softball, flag football, soccer, cross country, K-4th grade basketball, and an indoor golf league.
* Hire, train, supervise, schedule, and evaluate part-time and seasonal personnel.
* Coordinate volunteer requests from the community; recruit, train, and supervise volunteer coaches and staff.
* Schedule recreational facilities and supervise the conditions of the facilities.
* Conduct and attend a variety of training seminars, staff meetings, coaching clinics, and community meetings.
* Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs.
* Establish team rosters, schedule leagues and tournaments, and enforce rules and regulations of recreation and athletic programs.
* Assist with preparing and administering individual programs or facility budgets as appropriate; monitor expenditures and payroll in accordance with established procedures.
* Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facility.
* May assist Park Supervisor when required during programmed events.
* Responsible for developing classes, programs, and schedules for the community.

Minimum Qualifications

* Graduate from college with a degree related to recreation administration, physical education, sports management, or have worked in the recreational field.
* Must be 18 years of age.
* Valid driver’s license
* Current certification in CPR/First Aid/AED, or the ability to obtain certification within 6 months of employment.
* Ability to lift up to 50 pounds.
* Able to pass a background test.

Necessary Knowledge, Skill and Abilities

* Knowledge of word processing, Excel, and social media
* Considerable knowledge of developing and administering recreation and youth programs; working knowledge of the rules of a variety of sports; ability to run a recreation department for the youth.
* Considerable knowledge of fitness equipment and how it works.
* Ability to work under stressful situations; ability to stay calm; have excellent problem-solving skills.
* Flexible schedule due to evening activities
* Ability to work with various sports equipment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Please submit and cover letter and resume too:

Beulah Park District

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1900 Central Ave North

Beulah, ND 58523

Or email too: sdutchukbpd@westriv.com