

## POSITION SUMMARY - RECREATION COORDINATOR

Reports to: Director of the Recreation Department

### Duties include:

- assisting and coordinating sporting events, special events & projects.
- Inventory of sports equipment, scheduling of games and practices
- answering phone calls, assisting customers, coaches & parents.
- Stocking Concession Stand
- Ensure all facilities are clean and kept tidy and safe. This could include weed removal, grass cutting, and general field and building maintenance.
- Transportation of prison work detail
- Nightly supervision of athletic contests and umpires/officials.

### Physical Requirements:

This job requires the ability to handle activity including frequent walking, climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25 to 50 pounds).

### Requirements and Skills:

- Must pass a hair follicle drug test
- Must have a clean driving record
- Must be able to pass a background check
- Must have good communication skills
- Must have a flexible schedule to allow for supervising sporting and special events.

## SUPPLEMENTAL INFORMATION

*The city of Rincon is an equal opportunity employer. This job description does not constitute an employment agreement, and is subject to change by the employer as the needs of the city and requirements of the job change.*