



Seeking applications for the position of:
Recreation Coordinator

Open Date: May 9, 2023

Closing Date: May 23, 2023 at 5:00p

Wage: \$3,386.93 per month plus a generous benefit package including: PERSI retirement; employer paid medical, dental, and vision; paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED is required; and
- Supplemented by course work in recreation, parks management, or related fields
- Three years' experience in recreation program administration
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

General Statement of Duties: Under the general direction of the Recreation Superintendent, the Recreation Coordinator plans, organizes, and schedules community recreation, aquatic, and environmental programs and supervises staff involved in the implementation of these events. Direct supervision is exercised over the work of Recreation seasonal employees. The position will also perform related work as required.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Safety requirements involved in recreation programming
- Planning and organization of recreation programs
- Recreational equipment and supplies
- Accounting practices and procedures

Ability to:

- Communicate well with others, both orally and in writing, using technical and non-technical language
- Effectively supervise and evaluate the work of others
- Prepare and present accurate and reliable reports containing findings and recommendations
- Use City website and department social media to promote Recreation programs
- Willingness and ability to attend Red Cross certification courses and Recreation planning courses as needed

OTHER REQUIREMENTS:

- Possession of a driver's license issued by the State of Idaho
- Ability to become certified in CPR and first aid
- Ability to become certified as a Pool Operator

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall. No phone inquiries please.