

EMPLOYMENT OPPURTUNITY
RECREATION COORDINATOR

This position reports directly to the Recreation Director and assists in the management of Bloomingdale's Parks and Recreation programs. This position also assists with special events and Senior Citizen's functions. This is a Full-Time position.

MINIMUM QUALIFACATIONS REQUIRED

Any combination of training, education, and experience equivalent to graduation from accredited college or university with a bachelor's degree in Recreation, Leisure Services, Facility Management, Public Administration, Sports Management, or a related field. Consideration will be given to applicants who are on course to graduate in one of these fields.

Considerable (2-3 years) experience in professional-level year-round recreation work, including programming, coordinating recreational activities, experience in parks, recreation, or special events management as well as operations in sports facility management and operations is preferred.

SPECIAL REQUIRMENTS

Must possess a valid Driver's License by hire date. Must have CPR/AED and First Aid certificate within 30 days of hire. Must have clear background check with no felonies, violent offenses, or children associated charges. Must submit to a drug screening prior to beginning work. Must have clear driving record.

ESSENTIAL FUNCTIONS

- Assist with coordinating and supervising special projects
- Assists with inventory control and maintenance of sports equipment
- Assists in scheduling of games, practices, umpires
- Answers phone calls, assists with staff and stocking of concession stand
- Helps keep park facilities clean and safe which may include grass cutting, weed eating, building maintenance, and general field maintenance
- Recognizes and makes suggestions for park improvements and repairs
- Nightly supervision of youth and adult athletic games and special events
- Must be knowledgeable of youth and adult sports rules (GRPA, ASA, USSSA, CAA)
- Responsible for developing, supervising, and coordinating new and existing recreation programs
- Assists in planning and overseeing of City special events
- Assists with training staff members and coaches

- Mild tempered and skilled at alleviating heated situations
- Helps with putting together athletic teams
- Performs other as needed duties that may arise in a timely manner

SKILLS AND REQUIREMENTS

This position requires possession ability to use computer, cash register, scheduling programs, fax machine, and more. Must be able to lift objects up to 50 lbs. Must possess a Georgia Driver's License. Must be able to work a schedule that includes nights and weekends and sometimes long hours.

SALARY AND BENEFITS

Starting salary for this position will be in the range of \$31,200 - \$35,000 depending on qualifications and experience with excellent benefits to include Health, Dental, and Vision Insurance. Retirement is through a Deferred Benefit Pension Plan vested after 5 years with no employee contributions and fully funded by the City of Bloomingdale.

Deadline for Applications/Resumes is September 30th, 2021 at 5:00PM. Applications/Resumes should be sent to the attention to City Administrator Charles D. Akridge at:

**P.O. Box 216
#8 W Hwy 80
Bloomingdale, GA 31302**

The City of Bloomingdale is an Equal Opportunity Employer.

