

City of Covington

CAREER OPPORTUNITIES POSTING

JOB TITLE: Recreation Coordinator
FLSA: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.

To Apply – Those interested must submit an application to the City of Covington HR Dept. located at 100 West Washington 1st floor. Applications may be obtained at the HR office or found online at covingtontn.com. Applications must be submitted by 12:00 noon, May 21st.

GENERAL SUMMARY:

Performs a variety of administrative support to the Sportsplex staff, successfully interact with city staff, community organizations and general members of the public. • Responsible for managing the department's software, website and social media content and all other job-related duties as required to deliver quality service. Assist with the selection, training, supervision and overall evaluation of part-time employees. Supervise staff and be responsible for facility during assigned hours.

Requisitions supplies and request for maintenance, purchases all supplies and equipment for all city owned concessions stands and recreation programs. Select, train and supervise contracted concession stand workers and supervisors. Schedules the use of recreation facilities for outside groups.

Manage camp budgets, develop training programs. Develop and execute marketing plans to recruit campers. Supervise camp counselors and instructors.

DESIRED JOB REQUIREMENTS:

A Bachelor's degree from an accredited four (4) year college or university with major course work in administration, business, public or social science studies with (3) years of experience in administration with supervisory duties, facility operations, or an equivalent combination of education, training and experience which provide the required knowledge, skills and abilities.

WORK HOURS/SALARY:

- **Full time Grade 9 Starting pay: \$16.83 based on experience**
- **40 hours per week some nights and weekend work required must be flexible**

Test Required

- **drug screen physical and background check**

WORKING CONDITIONS AND PHYSICAL EFFORT:

- While performing the duties of this job, the employee may work occasionally in outside weather conditions. The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, frequent use of arms/hands. Frequently required to walk, sit and talk and hear. Standing for extended periods of time, must be able to occasionally lift and or move at least 50lbs. Must be able to hear a wide variety of sounds. Specific vision abilities required for this position include a close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The City of Covington is an equal opportunity employer. All qualified applicants will be considered without regard for race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.