

Job Posting: Community Recreation Coordinator

Vacancy Announcement City of Livingston

Community Recreation Coordinator

Department: Recreation
(Administrative Services)

Reports to: Recreation
Manager

FLSA Status: Non-Exempt

Community Recreation Coordinator

The City of Livingston is currently recruiting for a Community Recreation Coordinator to provide exceptional recreation programming and events for the Livingston and greater Park County community.

This is a full-time position generally working Monday through Friday but with weekend coverage and occasional evenings.

The Community Recreation Coordinator will develop, implement and oversee recreation programming for all ages and plan and implement large community events. Attention to detail, self-direction and motivation, and project management skills are vital for success in the role. Strong skills in social media and marketing with the ability to create accurate, attention-getting flyers and promotions for events are essential. Ability to work well with groups of all ages and provide exceptional customer service required. The role may be required to supervise Recreation and Pool part-time staff.

Previous experience in a recreation or community engagement environment is required. A degree in Recreation or similar preferred. Experience specifically with social media, marketing, and event planning is required. High level of professionalism, attention to detail, ability to multitask and think critically and independently needed.

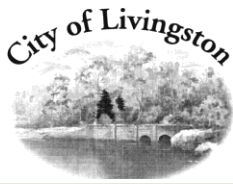
This is a full-time position with robust benefits that include paid vacation and sick leave, health insurance, a state retirement system, and many other benefits. The anticipated pay range for this position is \$14-16 per hour, depending on experience.

To apply please provide a cover letter and updated detailed resume via email to: Lisa Lowy, HR Director at hr@livingstonmontana.org

While email is preferred you may also mail application materials to:
Lisa L. Lowy
City of Livingston
229 River Dr
Livingston, MT 59047

First Review of Applications will be March 15, 2021

Thank you for your interest in a career with the City of Livingston!



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Current Job Description

General Summary of Work Performed

The Community Recreation Coordinator's principal function is the development, implementation, and administration of community recreation programs and special events. The Coordinator is to perform duties associated with marketing programs and events, creating a strong social media presence that promotes the vision, goals, and plans of the Recreation Department. This role will also handle calendaring of activities, booking and overseeing facility and park/gazebo rentals and party rentals. It will serve as the initial point of contact for community members seeking information about recreation offerings and facility availability.

Reporting Relationship

The Community Recreation Coordinator reports directly to the Recreation Manager and is under the Administrative Services / HR Director.

Examples of Important and Essential Functions

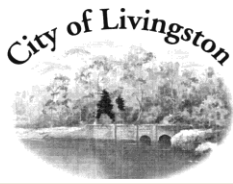
Develop innovative and attention-getting programs and media for the Recreation Department. Develop plans and events for all ages in the community. Also oversees the implementation and administration of recreation programs.

Handles marketing and social media platforms to promote and increase participation in all recreation programming and events throughout the community. Works effectively and positively as part of the team to ensure that all programs, events, and rentals are appropriately staffed and provide an excellent value-added experience for participants. May supervise part-time staff for both Recreation and seasonal pool staff.

Respond to citizens' questions and comments in a courteous and timely manner. Communicate effectively with colleagues, elected officials, and the general public. Perform other duties consistent with the role and function of this classification.

Required Knowledge, Skills, and Abilities

Knowledge of techniques used to provide exceptional customer service to citizens and internal customers. Ability to prepare and create attractive media flyers and presentations. Ability to work harmoniously and maintain effective liaison with various departments and team members. Ability to establish and maintain cooperative working relationships with supervisors and other employees. Ability to demonstrate active listening and problem solving skills when working with the public. Ability to multitask and handle multiple and changing priorities with ease and see a project or event from beginning to end.



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Required Education and Experience

A degree in Recreation or preparation through professional experience and training is required. Proficient in Microsoft Office Suite of applications including Publisher, and numerous web based platforms such as Canva, scheduling software, website management and social media platforms such as Facebook, Instagram, Twitter, and large mass e-mailings.

Preferred Qualifications

Candidates who have substantive Recreation and event planning experience are preferred. Candidates who have academic preparation in Recreation, event planning, or a similar field are preferred.

Essential Physical Capabilities

Sufficient clarity of speech and hearing or other communication capabilities. With or without reasonable accommodation, which permits the employee to communicate effectively. Adequate vision or other observation powers, with or without reasonable accommodation, enables the employee to review a wide variety of materials in electronic or hard copy form. Sufficient manual dexterity with or without reasonable accommodation which permits the employee to operate a personal computer, telephone, and related equipment. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, enable the employee to function within the general office environment. Ability to move and transport equipment weighing up to 25 pounds for various activity and event needs.

Required Special Qualifications:

Offers for employment are conditional upon satisfactory response to criminal background, thorough reference check, and possibly a credit history, as well as required pre-employment drug testing.

I have been provided, read and understand the requirements of the position outlined above.

Employee Signature: _____