



City of Laramie
Parks and Recreation Department

Adult Recreation Program Coordinator

Website: www.cityoflaramie.org

First Review Date: February 3rd, 2019

Application Deadline: Open Until Filled

Salary: \$43,766 - \$65,650

The City of Laramie is accepting applications for an Adult Recreation Program Coordinator as a full time, benefitted position. This position will work with the Recreation Program Supervisor to manage programs, activities and staff in the areas of adult athletics, fitness, general recreation and ice programs. Under direction, the Coordinator plans, develops, manages, and coordinates adult league sports, fitness classes and general recreation activities. Including but not limited to teaching classes, training staff, monitoring the safety and effectiveness of diversified programs, assisting with general ice program supervision and performing other departmental activities as required.

DUTIES & RESPONSIBILITIES:

- Plan, schedule, manage and resolve issues related to adult athletic league sports.
- Develop and implement a comprehensive fitness schedule for patrons at the Recreation Center.
- Recruit, select, assign and train volunteers and personnel associated with the athletic and fitness programs.
- Provide hands on supervision of volunteers, athletics staff and fitness instructors in coordination with other supervisory staff to ensure appropriate management and successful operation of the recreation and fitness programs.
- Monitor staff and facilities for the safety of program participants.
- Respond to and resolve inquiries and complaints.
- Participate in the preparation and administration of the Recreation Division budget; submit budget recommendations and monitor expenditures. Assess facilities, fee structures, equipment needs; evaluate services of current programs and implement changes to existing programs.
- Perform promotional work encouraging Recreation Center memberships, citizen participation, attendance, and interest in recreational activities; design and create advertising promotional materials; talk with civic, private, and other organizations regarding the activities of the Recreation Division.
- Maintain a variety of records and reports as required to track participation and analyze activities for effectiveness.
- Coordinate with community agencies to provide programs and services; promote public use and awareness for athletic and fitness activities; maintain contact with interest groups; plan and work with community organizations to coordinate utilization of recreational facilities.

QUALIFICATIONS: *(A combination of the following experience and training would be qualifying)*

- Responsible recreation program experience including some supervisory experience.
- Experience organizing and running events and athletic leagues.

LICENSE OR CERTIFICATION:

- CPR/First Aid/AED certification through the American Red Cross or the ability to acquire a certification within six (6) months.
- Possession of, or ability to obtain, an appropriate, valid driver license.

PHYSICAL REQUIREMENTS *(Essential duties require the following skills and work environment):*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist' exposure to cold, noise, outdoors, chemicals, and mechanical hazards; ability to travel to different sites; availability for evening and week-end work

To apply for this position please visit www.cityoflaramie.org or contact the Workforce Center at 3817 Beech St. Suite 100. Applicants who are offered an appointment are required to pass a comprehensive background investigation, drug screening test and driver license check.