



Town of Springdale

Job Description

Title:	Parks and Recreation Associate	Code:	
Division:	Parks and Recreation	Effective Date:	07/2018
Department:	Administration	Last Revised:	

TOWN OF SPRINGDALE
Full-Time Position Vacancy

Parks and Recreation Associate

The Town of Springdale is seeking a full-time Parks and Recreation Associate to work in the Parks and Recreation Department/Canyon Community Center. Qualified applicants must be 18 years or older, have graduated from high school or have a G.E.D., and have two (2) years of work experience in Parks and Recreation, tourism, media relations, or community events coordination. Qualified applicants must possess a valid Utah driver's license, and must be willing to work evenings, weekends, and holidays.

Summary:

This position performs a variety of administrative and facilities support duties while providing customer service to Canyon Community Center and park patrons. Duties include facilitating use of the Canyon Community Center, assisting the Director with planning and execution of special events, organizational assistance, and customer service relating to facility rental and community programming. The Parks and Recreation Associate works under the supervision and direction of the Parks and Recreation Director.

A complete job description, including essential functions and minimum requirements of the Parks and Recreation Associate position is available on the Town's website:

www.springdaletown.com/236/Employment-Opportunities

Compensation:

Competitive compensation, consistent with training and experience, is offered. Anticipated hiring range is \$13.92/hour - \$17.41/hour (\$28,954-\$36,213/year) including a comprehensive benefits package.

Application Process:

Interested applicants should submit a Town employment application, resume, and cover letter to Dawn Brecke, Town of Springdale Human Resources, 118 Lion Blvd., P.O. Box 187, Springdale, UT 84767. Position will remain open until filled. First review of applicants will be Monday, July 16, 2018. Applications are available on the Town's website.

The Town of Springdale is an equal opportunity employer and an alcohol and drug-free work place. The successful applicant will be required to submit to pre-hire drug testing and physical, and be a rated qualified driver after review of applicant's MVR per town policies.

GENERAL PURPOSE

Performs a variety of **administrative and facilities support duties** while providing customer service to Canyon Community Center and park patrons.

SUPERVISION RECEIVED

Works under the close to general supervision of the Parks and Recreation Director

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists in the development and implementation of departmental goals, objectives, and policies.

Facilitates usage of the building for weddings, family reunions, memorial services, trainings and business meetings; includes some weekends and evenings opening and closing the building; performs various event preparations setting up tables, chairs, dance floor, and related physical details.

Orients renters and event organizers regarding center policies and regulations; provides access to secured areas and equipment, including electronics, sound equipment, projector, etc.; unlocks and locks buildings; gives instruction for use of equipment to users.

Assists the Director with planning and execution of special events and special projects; canvases the community creating, distributing, and posting flyers, brochures and banners; contacts business owners soliciting donations and sponsorships, participates in event committees.

Assists with the recruitment of volunteers for various events; may assist with the training and orientation of volunteers.

Assists the Director with office work including creating and maintaining systems of organization for both physical and digital files. Updates and maintains shared calendars, website information, and social media feeds as instructed by Director.

Assists in maintaining inventory and ordering schedules for supply closets; monitors supply status and appraises Director of inventory needs.

Responds to public inquiries concerning facilities, rentals, and community programming.

Assists the Director in maintaining a strong relationship and presence within the community by seeking out and creating opportunities and methods to engage with residents and visitors alike.

Monitors buildings, grounds and general environ; evaluates need for, and may assist with, interior and exterior grooming and maintenance; may submit work orders to town administration or facilities maintenance staff.

Performs routine research into various funding opportunities and grant offerings; may assist in the completion of grant applications as authorized by the Director.

Assists in the preparation of reports on activities, programs, and facilities.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from high school;
 - AND
 - B. Two (2) years' experience in a related field including tourism, media relations and community events coordination. Parks and Recreation experience is preferred.
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Knowledge of Google drive and Microsoft Office record keeping procedures; operation of standard office equipment; municipal government operations; office organization, filing methods and systems, etc.

Excellence in public and customer relations, interpersonal communication skills and telephone etiquette; cooperative problem-solving.

Skills in marketing through social media and more traditional forms of communications (email, newsletter, newspaper, etc.)

Ability to work with diverse groups of people; maintain work quality, while dealing with multiple demands, limited timelines and deadlines; publish positive messages to community; keep up to date with town and community current events and projects; effectively apply public relation skills; effectively utilize internet applications performing social media development and website development; operate standard office equipment; establish and maintain effective working relationships with the Mayor, town council, town employee's, local arts community, and the public.

- 3. Special Qualifications:
 - Must possess a valid Utah driver's license.
 - Must work evenings, weekends and holidays.
 - Must pass drug testing per town policies.

4. Work Environment:

Tasks require a variety of physical activities generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, lifting, etc. Moderately heavy physical activity exerting 25-50 pounds of force occasionally and/or 10-25 pounds of force frequently. Talking, hearing and seeing required in the daily performance of job duties. Exposure to environmental hazards and dangers resulting from working around potentially dangerous equipment. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
 (Employee)