



The City of Pelham Parks and Recreation is currently accepting applications for a full-time position of **Recreation Coordinator - Senior Center**.

Summary: Creates, plans, schedules, organizes, implements, and evaluates all recreation activities, events, and programs primarily with active adults age 55+ from the Pelham Senior Center.

Representative List of Essential Duties and Responsibilities: The list is not intended to be all-inclusive nor exclusive, but is intended to provide examples of typical duties performed.

- Studies and analyzes recreational needs, athletic interests, and resources for active adults age 55+.
- Assists Assistant Director of Parks and Recreation in conducting market research and developing short and long range community recreation goals and objectives.
- Schedules all recreation activities, events, and programs.
- Determines material, equipment, facility, supervision or instruction needs for each activity or program and coordinates with other staff members.
- Communicates with citizens and participants via e-mails, monthly calendars, newsletters, and program schedules.
- Purchases equipment and services from outside vendors.
- Works with staff as well as contract program providers.
- Complies with all applicable government regulations.
- Develops and maintains relations with other recreation providers in community.
- Establishes and maintains effective work relationships with others.
- Plans, implements and evaluations all recreation programs for active adults age 55+.
- Plans, implements, and evaluates all off site outings and trips for active adults age 55+.
- Research new trends and develops innovative programs.
- Creates, communicates and markets monthly program calendar.
- Markets and monitors city social media page.
- Assist clients with registration processes for access to Senior Center services.
- Supervises staff by assigning and distributing work, directing staff in their job duties, monitoring progress of work, providing feedback and/or training.
- Assist with community special events.
- Drives 15 passenger bus.



Education/Experience: Bachelor's degree in Parks and Recreation or a related field plus two years related experience and/or training with managing personnel and recreation programs; or equivalent combination of education and experience.

Certificates and Licenses: Certified Parks and Recreation Professional certification, and Commercial Driver's License preferred or obtained within the first year.

Compensation: The compensation range for this position is \$42,743.09 to \$58,254.45. Pay rate offered will be determined based on applicant's qualifications including education, certification, licensure and years of applicable experience. The City of Pelham also offers an excellent benefits package and is a member of the Retirement Systems of Alabama.

Applications are available on the City's website and can be downloaded. A completed application and resume are required and may emailed to HR@pelhamalabama.gov or mailed to City of Pelham, Human Resources, at P.O. Box 1419, Pelham, AL 35124. **The final date to submit an application is Thursday, February 23, 2023, at 5:00PM.**

We do not discriminate on the basis of race, sex (including pregnancy), color, age, national origin, disability, or any other protected status. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal opportunity employer.