

CITY OF TEMPLE  
RECREATION DEPARTMENT

Announcement of Recruitment to Fill Vacancy

JOB TITLE: Athletic & Leisure Coordinator

PAY GRADE AND HOURLY SALARY RANGE: Pay Grade 8 - \$12.50 to \$19.47

CLOSING DATE: Wednesday, December 27, 2017

The Athletic & Leisure Coordinator position in the City of Temple Recreation Department is a full-time FLSA non-exempt position. The purpose of the job is to direct and manage planning, implementation, and administration of athletic and leisure programs and activities. General responsibilities include long and short term goal planning, scheduling events, implementing policies and procedures, preparing budgets, and handling other responsibilities assigned by the Recreation Director. Examples include formulating yearly event calendars, individual program registration forms, and program and activity schedules; recruiting volunteers and arranging volunteer clinics; coordinating with the County government and School System for usage of facilities necessary to operate athletic and leisure programs; supervising, directing, and evaluating assigned staff; planning, promoting, organizing, and supervising adult and youth programs in recreation; and assisting in the oversight of all concession management. Must be physically able to operate a variety of machines and small tools; to be able to lift and/or carry weight of at least 50 pounds; good interpersonal communications skills; and must be adaptable to performing under stress. AED/CPR certified. Georgia Driver's License. Bachelor's Degree in Sports Management, Recreation Administration, or Physical Education with at least three years of experience; or an equivalent combination of education, training, and experience to provide the requisite knowledge, skills, and abilities for this job. Applications available at Temple City Hall, 240 Carrollton Street, 8:00 a.m. to 5:00 p.m. Monday through Friday. City Hall: 770/562-3369. Return completed application or resume to City Administrator Bill Osborne at City Hall. Fax to 770/562-9440 or email to [wosborne@templega.us](mailto:wosborne@templega.us)