



Emery County Recreation District
Job Announcement
Assistant Recreation Director
Part-Time Position 20-29 hours/week
Wage dependant on qualifications/experience

Position Summary

The Assistant Recreation Director will perform various duties including: answering phones, processing claims, managing campground reservations, assisting with all league registrations, finding umpires/refs, organizing equipment, managing building rentals and providing daily support to the Recreation Director. This position requires a professional, friendly, organized person that is willing to be involved with everyone in and out of our community. Hours may vary depending on the season.

Key Responsibilities

1. Program Development and Management

- Assist in Developing, implementing, and evaluation recreational programs and events for all age groups and abilities.
- Monitor program participation and recommend adjustments to ensure effectiveness and community relevance.
- Coordinate with schools, community organizations, and other agencies to enhance program offerings.

2. Facility and Resource Oversight

- Support the management and scheduling of recreation facilities, fields, and equipment.
- Ensure facilities are maintained in a safe and clean condition, coordinating repairs and improvements as needed.
- Assist in managing vendor relationships and securing necessary supplies and equipment.

3. Community Engagement

- Serve as a liaison to the public, addressing inquiries, concerns, and suggestions related to recreation programs and services.
- Promote recreational activities through marketing, social media, and community outreach.

4. Administrative Duties

- Assist in preparing and managing budgets for recreation programs and events.
- Maintain accurate record, reports, and evaluations for programs and participation.
- Ensure compliance with organizational policies and safety regulations
- Miscellaneous duties as needed at discretion of Recreation Director.

Qualifications

- Education: High School Diploma
- Experience: Any experience in recreation programming, facility management, or related areas preferred.
- Skills: Strong organizational and leadership abilities. Excellent communication and interpersonal skills. Proficiency in computer applications, including Microsoft Office. Ability to learn and adapt quickly.

Work Environment

- Combination of office and outdoor settings.
- Occasional evening, weekend and holiday hours required to support events and programs.
- Ability to lift up to 50 pounds and work in various weather conditions may be required.

Application Process:

Email resume to: Shawnee Snow @: recreation@emery.utah.gov.

Bring resume to Recreation office- 75 S 400 E, Castle Dale, UT. 84513

Recruiting for this position ends on July 3rd at 5:00 p.m.