



CITY OF LORIS

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LORIS, SOUTH CAROLINA 29569-0548
PHONE (843)756-4004 FAX (843)756-3066

**Email completed application and/or resume to CityHiring@CityofLoris.org*

Parks & Recreation Program Coordinator

Job Category: Recreation
Employee Status: Full-Time
Position Hours: Monday through Friday with some weekends, times may vary

Job Duties:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Coordinates city-sponsored programs focusing on diversified youth and adult sports. Implementation of all activities with necessary resources for efficient, safe, and service-oriented events including but not limited to: volleyball, baseball, softball, football, and basketball during the course of the seasons and based on the program.
- Supervises and develops assigned employees; manages employee work schedules to ensure adequate coverage of all assigned programming and events. Compiles and reviews timesheets and approves and processes employee time off requests.
- Develops sports leagues and activities; schedules classes, leagues, events, and programs; reserves facilities and schedules grounds use; recruits and coordinates coaches, referees, and volunteers; provides information and direction as needed. Communicates with coaches, officials, league directors, tournament organizers, and parents/guardians.
- Coordinates participant registrations and memberships; receives requests for activities, teams, services, etc.; reviews registration forms for accuracy and completeness; enters information into online database and calendars; and maintains related documentation. Supports the collection of program and participation fees; ensures collection and receipt of fees; prepares deposits; gathers funds; verifies counts; prepares deposit slips; makes deposits; and maintains related documentation.
- Operates various equipment and software such as personal computer, telephone, credit card machine, electronic equipment, etc.
- Reports to the City Administrator.

Qualifications:

- High school diploma or GED required, with vocational or technical training in recreation or sports programming or a related field; supplemented by one year of experience in customer service, recreation program implementation, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid state-issued driver's license.
- The City retains the right to determine equivalencies.