
JOB TITLE:	COORDINATOR of PARKS, RECREATION and COMMUNITY RESOURCES
DEPARTMENT:	PARKS AND LEISURE
REPORTS TO:	DIRECTOR OF PARKS AND LEISURE
POSITION NUMBER:	PL 620000-02
STATUS:	NON-EXEMPT

POSITION SUMMARY

Under general supervision of the Director of Parks, Recreation, and Community Resources, this individual is responsible for a variety of work associated with parks, recreational facilities, city sponsored events, and rental facilities for the City of Auburn.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist with the rental process for all buildings.
- Assist with planning and organization of all city sponsored events including vendors, entertainment, and volunteers.
- Provides assistance with field maintenance at each park
- Will coordinate the recreational activities
- Works with other departments to complete task associated with the P&L Department
- Assists in park inspections to ensure the safety of the public and park facilities; note possible safety hazards or causes of injury; performs general maintenance and repairs to park facilities as required
- Performs special projects as assigned and maintains work, time, and material records
- Assist with adult and children's programs
- Maintains social media updates for the department
- Performs all other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Previous work experience in parks and recreation maintenance

Must be willing to work various hours, and various days of the week, including weekends when required;

Must be able to work independently without close supervision;

Must be able to perform all essential job functions with or without accommodation

MINIMUM QUALIFICATIONS:

High School Diploma, state-issued GED, or equivalent

Valid Class C, Georgia Driver's License is required and maintain it throughout employment

Pass a Medical Exam including Drug Screening

The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace, and a Georgia Certified Work Ready City