

Job Title:	Leisure Program Coordinator
Department:	City of Bremen Parks and Recreation
Location:	Bremen, GA
Application Deadline:	08/18/2017
Minimum Education:	College
Minimum Experience:	2 years of progressive job experience
Salary:	\$15.25/hr
Date Posted:	
Last Updated:	
Contact Name:	Matthew Cody
Contact Method:	Email
Contact Email:	mattcodybprd@gmail.com
Contact Phone:	

Contact Address:

Job Detail:	<p>The Program Coordinator position will be responsible for organizing, planning, supervising and implementing recreation programs for people of all ages. Programs will include developing, staffing and working with leisure programs, special events, therapeutic programs, senior programs, summer camps, various art programs and running the gymnastics program. Other duties will include preparing budgets, developing advertising materials, concession stand prep and stock and working with local civic groups and organizations. Cheerleading and Tennis also fall under this position.</p> <p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>-Will adhere to the policy manual as laid out by the City of Bremen Handbook and the Recreation Commission</li> <li>-Will work directly under the Director/Athletic Superintendent /Senior Director.</li> <li>-Will assist, develop, operate, publicize, staff, oversee various programs ran within department.</li> <li>-Will help in maintaining and prepping facilities for events, programs, rentals, etc.</li> <li>-Will help in prepping and stocking concession stands</li> <li>-Will help in maintaining website and Rec1</li> </ul> <p><b>JOB TITLE: Program Coordinator Experience:</b></p> <ul style="list-style-type: none"> <li>• College Degree Preferred</li> <li>• Experience working with a camp or within a recreation department preferred.</li> </ul>
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- Must have a valid Georgia driver's license and a satisfactory five-year driving history to include no DUI's in the last five years.
- Knowledge of the rules and regulations of various indoor and outdoor sports and games.
- Knowledge of the care and use of equipment and supplies.
- Knowledge of city safety procedures and basic first aid.
- Ability to plan and organize recreational activities.
- Ability to maintain discipline of a group including crowd control and to control recreation activities.
- Ability to supervise seasonal employees.
- Ability to accept responsibility and exercise judgment.
- Ability to interact with the public in an effective and courteous manner.
- Normal hours are varied throughout the week and weekend. Availability to work on nights and weekends is a requirement.

REQUIREMENTS: VALID GEORGIA DRIVER'S LICENSE. SATISFACTORY 5 YEAR DRIVING HISTORY, TO INCLUDE NO DUI'S IN THE LAST FIVE YEARS. DRUG SCREEN. CRIMINAL BACKGROUND CHECK.

City of Bremen is an Equal Opportunity Employer

Applicants should submit their cover letter, resume and employment application in one document by email to [mattcodybprd@gmail.com](mailto:mattcodybprd@gmail.com) by 08/18/2017. Employment application can be found on the home page at [www.bremenrec.org](http://www.bremenrec.org)