

# Bremen Parks & Recreation Department

## Job Description



*Promoting Healthy & Enriching Lifestyles*

**JOB TITLE:** LEISURE PROGRAM COORDINATOR

**RATE:** Commensurate based on qualifications and experience

**JOB SUMMARY:** Under limited supervision, reporting directly to the Bremen Parks and Recreation Director, this job provides professional recreation programming through planning, organizing, directing, coordinating, scheduling and supervising a wide variety of camps, special events and programs for people of all ages and abilities. Communicates with general public, program participants, other employees, community groups and other organizations. Supervises, programs/events; prepares schedules, recruits, organizes and assigns workers at activities/facilities. Administers and maintains budget for the Leisure Program Division. Solicits fiscal or in-kind donations. Duties also include assisting with other department programs as needed and acting as liaison between the City of Bremen and Bremen Downtown Development Authority by keeping minutes at monthly meetings and giving report updates when needed. Prepares fiscal year budgets and work plans.

**SUBMISSION:** Cover letter, Resume and City of Bremen application must be turned in via email to [mattcodybprd@gmail.com](mailto:mattcodybprd@gmail.com).  
OR  
Dropped off in person at City Hall  
\*City of Bremen Job Application can be found at [www.bremenrec.or](http://www.bremenrec.or)

Deadline for Submittal: **Friday, April 23<sup>rd</sup>, 2021 by 12:00 p.m.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Oversees all aspects of the gymnastics and cheerleading programs.

Oversees all aspects of yearlong leisure programs, which include, but not limited to current and future programs.

Oversees all aspects of summer camps and specialty camps, which include, but not limited to current and future programs.

Oversees all aspects of Leisure Facility regarding cleaning, scheduling and working with current and future usage by other individuals and Lessors.

Oversees all aspects of Downtown events handled by this department, which include but not limited to current and future programs.

Sits on and takes minutes at monthly Bremen Downtown Authority meetings.

Oversees all aspects of planning and programing for Special Needs Population (Adult/Youth), which include, but not limited to current and future programs.

Handles inputting all programs, events and camps into Rec1 online registration program and website.

Responsible for all avenues of distributing information relating to programs and events through social media and other outlets such as: radio, newspaper, fliers, school announcements, etc. to ensure the success of each program.

Works and communicates effectively with other staff.

Assists other Recreation Departments where needed.

Ensures that programs are kept within budget guidelines and monitors expenditures accordingly.

Maintains participation records and submits weekly and monthly reports to the Office Manager.

Recruits, trains and coordinates volunteers, contracted employees and part-time workers to ensure program success and community satisfaction. Including, keeping up and submitting staff payroll.

Assists with the formation of Department Policy relating to programs, etc.

Enforces program rules and Departmental and City policy.

Ensures the safety of program participants and facilities.

MUST be able to work nights and weekends.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as request and/or required.

### **MINIMUM TRAINING AND QUALIFICATION**

Bachelor's Degree in Recreation Administration, Leisure Services, Sports Management or related field and professional recreation programming OR closely related work with two years supervisory experience equivalent combination of education and experience. Must possess a valid driver's license.

Satisfactory completion of fingerprinting, background check, drug testing and driving record check.

CPR/First Aid/AED training.

City of Bremen  
232 Tallapoosa Street  
Bremen, GA 30110  
770-537-2331

**APPLICATION FOR EMPLOYMENT**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for:

Date of application:

Referral Source:      Advertisement      Employee      Relative      Governmental Employment Agency  
                                 Walk-In      Private Employment Agency      Other

PLEASE PRINT

Name:

Last

First

Middle

Address:

Street

City

State

Zip

Social Security Number:

Telephone:

Mobile:

If necessary, best time to call (home or mobile):

May we contact you at work?

If yes, work # and best time to call:

If you are under 18 and it is required, can you furnish a work permit?

If no, please explain:

Have you submitted an application with the City of Bremen before?

If yes, give date(s):

Have you ever been employed with the City of Bremen before?

If yes, give date(s):

Are you legally eligible form employment in the country?

Date in which you would be available to begin work:

Type of employment desired:      Full-Time      Part-Time      Temporary      Seasonal

Will you relocate if job requires it?

Will you travel if required?

Are you able to meet attendance requirements?

Can you work overtime?

If no, please explain:

Have you ever been bonded?

Have you been convicted of a crime in the last seven(7) years?

If yes, please explain:

Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position applied for.

## **Employment History**

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

<b>Employer Name &amp; Address:</b>	
<b>Telephone:</b>	<b>Job Title:</b>
<b>Immediate Supervisor &amp; Title:</b>	
<b>Reason for leaving:</b>	
<b>May we contact for reference:</b>	
<b>Summarize type of work &amp; job responsibilities:</b>	
<b>Hourly Rate/Salary when started:</b>	<b>Hourly Rate/Salary when left job:</b>

<b>Employer Name &amp; Address:</b>	
<b>Telephone:</b>	<b>Job Title:</b>
<b>Immediate Supervisor &amp; Title:</b>	
<b>Reason for leaving:</b>	
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<b>Hourly Rate/Salary when started:</b>	<b>Hourly Rate/Salary when left job:</b>

**Educational Background**

School	Number of Years Completed	Degree Diploma	GPA Class Rank	Major	Minor

**References**

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three schools or personal references who are not related to you.

Name	Telephone	Years Known

**Additional Information**

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status)

Organization	Office Held

List any special accomplishments, publications, awards, etc. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status)

List any additional information you would like us to consider:

**Affirmative Action Voluntary Information**

Completion of information below is voluntary.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

**To be completed by applicant on a voluntary basis. Not for interview purposes.**

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

**Please Print**

Position(s) applied for: \_\_\_\_\_

Date: \_\_\_\_\_

Referral Source:      Advertisement      Employee      Relative      Governmental Employment Agency  
                                  Walk-In      Private Employment Agency      Other

Name of person who referred you (if applicable): \_\_\_\_\_

**Applicant Information**

Name

Last

First

Middle

Address

Street

City

State

Zip

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Male

Female

Please check one of the following Equal Employment Opportunity Identification Groups:

White (not of Hispanic Origin)

Black (not of Hispanic Origin)

Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander

Multiracial

(This identification group is recognized only in the state of Michigan)

**For Administrative Use Only**

Position(s) applied for:       Available       Not Available

Other positions considered for: \_\_\_\_\_

Hired:     Yes       No

Position hired for: \_\_\_\_\_ Date of hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

From the EEO job classifications listed below, which one best describes the position filled?

Officials & Managers

Sales Worker

Operatives (semi-skilled)

Professionals

Office & Clerical Worker

Laborers (unskilled)

Technicians

Craft Worker

Service Workers

Notes: \_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_