



City of Union

Parks & Recreation Department

Job Details	
Position Title:	Recreation Coordinator
Duties:	The purpose of this position is to plan, organize and manage recreational athletic and sporting events, facilities, concessions and leagues. A variety of routine and detailed work will be necessary in planning and implementing all phases of these activities to effectively serve the diverse community population that includes but is not limited to youth, adults, senior adults and individuals with disabilities.
Pay:	\$14.78 per hour
Days and Hours:	Monday through Friday, 7:30 a.m. to 4:30 p.m.
Qualifications:	<ul style="list-style-type: none">• Must possess a valid Missouri Driver's License.• High School Diploma or GED.• Equivalent of a minimum of four years of education, experience and training in the recreation, park management, sports management or closely related field, are recommended.
Job Context	
Status:	Full Time
FLSA:	Non-Exempt
Department:	Parks & Recreation
Immediate Supervisor:	Parks & Recreation Director
Frequency of Supervision:	Daily
Number of Supervised Employees:	10 – 20 Seasonal Employees
Type of work schedule:	Primarily regular hours, year round, but ability and willingness to work evenings and weekends, with occasional holidays required.
Frequency of Overtime:	Weekly potential of overtime.



City of Union

Parks & Recreation Department

Frequency of Night work:	Must be available to respond to emergency calls for concession and officiating staff during sporting events.
Shift Position:	N/A
On Call Status:	On call for emergencies
Percentage of Work indoors:	70%
Percentage of work outdoors:	30%
Types of accountabilities:	Legal, Professional, Safety
Exposure to chemicals/hazardous materials:	Minimal
Applicable chemicals/hazardous materials:	Exhaust, diesel fuel, gasoline, paint, herbicides, pesticides, chlorine
Average stress level of this position:	Average
Physical work associated with this position:	<ul style="list-style-type: none">• Lifting and moving up to 25 pounds• Setting up courts and fields for athletic competition• Preparing and lining athletic courts and fields
Interested parties shall submit resume and application to: City of Union Attn: Kristin Straatmann, Executive Assistant 10 East Locust Street Union, Missouri 63084	