

Job Title: Recreation Coordinator

Summary of Position:

The Parks and Recreation Coordinator responsible for assisting with the day-to-day operations of the Parks and Recreation Department. The position includes supervising leisure activities and sports programs for persons of all ages, while overseeing the recreation facilities and parks in The Town of Mount Olive.

Duties and Responsibilities:

- Lead activities for groups and leagues for persons of all ages
- Plan, develop, organize, lead, and instruct youth and adult recreation programs, workouts, and activities
- Responsible for the helping with maintenance and upkeep to Daughtry Field, Carver Cultural Center Gym, Senior Building, Nelson Street Park, Westbrook Park, and the Train Depot
- Monitor the day-to-day operations of recreation programs including making site visits, handling and resolving complaints and ensuring that programs have required materials and supplies, and formulate and organize program plans and schedules for seasonal and/or year-round activities.
- Prepare ball fields for play. Mow, drag, rake, and stripe fields for play
- Perform public relation duties. Builds lasting relationships. Brings positive energy
- Member of The Friends of the Parks. Help with workdays and attends meetings
- Volunteer for career fairs, festivals and other functions in hopes of making an impact on the community
- Operate the pickle train for community functions throughout the year
- Supervise all youth sports practices
- Supervise youth and adult games
- Attend department functions and is present during the planning and the event
- Operate sound system for all necessary activities
- Prepare timesheets for officials and all part time workers
- Responsible for knowing most all responsibilities of the director
- Announce on the PA system during ball games while keeping score on the scoreboard

MINIMUM QUALIFICATIONS REQUIREMENTS:

- Two (2) or more years of Parks and Recreation experience is required.
- Graduation from High School or GED.  
Bachelor's degree in Recreation, Sports Management, or a related discipline is preferred.

- Job Type - Full time salary + Benefits
- Must work days, nights, and weekends

To apply, send your resume to [Jphillips@townofmountolivenc.com](mailto:Jphillips@townofmountolivenc.com)