

# RECREATION COORDINATION

**The City of Rincon, Georgia is seeking a Coordinator for the Recreation Department.**

He / She will be responsible for performing the following tasks;

- Assists with the ordering and inventorying of all sports equipment and maintenance equipment
- Learn office duties and routines
- Make purchases
- Aids in scheduling of games and practices, assisting customers, coaches and parents
- Willing to work some nights/weekends
- Conduct evaluations
- Learn GRPA Manual
- Must also ensure all facilities are kept tidy, safe, and clean which may include grass-cutting, weed eating or general field maintenance, building maintenance or park maintenance
- He or she will also be responsible for developing, supervising, and coordinating all new and existing programs as well as any Recreation sponsored special events.
- Help oversee concession stand
- Help generate revenues for department/city

The cutoff date for accepting applications will be **September 24, 2018**. Applications can be obtained on line at [www.cityofrincon.com](http://www.cityofrincon.com) or in person.

Return applications to: The City of Rincon, Attn: Human Resources / Recreation, at PO Box 232, Rincon, GA 31326 or in person at 302 S. Columbia Ave., Rincon, GA. 31326.

*The City of Rincon is an equal opportunity employer.*