

RECREATION PROGRAMS COORDINATOR

Lake Ridge Parks and Recreation Association Job Posting

The Recreation Programs Coordinator is a full-time position with health, dental, and 401k benefits (match up to 4%). The position reports to the Recreation Director and works closely with the Recreation Marketing Coordinator as well as other LRPR staff. The Recreation Programs Coordinator will comply with policies, procedures and guidelines established by the Board of Directors, the Chief Operating Officer/General Manager, and the Recreation Director.

ESSENTIAL RESPONSIBILITIES AND DUTIES – Estimated 60% of total hours

- Expand, plan, and implement athletic and aquatic programs.
- Formulate schedules and order gear.
- Coordinate training of instructors, coaches and referees.
- Maintain records of required insurance and Red Cross certifications.
- Assist Recreation Director with planning and implementing special events and activities.

OTHER DUTIES AND RESPONSIBILITIES – Estimated 40% of total hours

- Collect and process payments for applicable programs.
- Monitor and respond to applicable email inquiries.
- Process requests for community centers rentals and maintain calendars for centers, as needed.
- Process requests for amenity keys, as needed.
- Process requests for pool access via CellBadge system, as needed.
- All other duties as assigned.

QUALIFICATIONS

- High school diploma required; College degree welcome; Equivalent experience in related field accepted.
- Strong customer service and community survey skills.
- Experience with organizational tools to include Microsoft Excel.
- Experience with social media communications.

JOB INFORMATION

Full-time hourly position (Monday – Friday) with some evenings and weekends required.

APPLICATION PROCESS

Interested candidates should [apply online](#) on Indeed.com, or can submit a cover letter and resume to: LRPR, Attention: Laura Krauss, Recreation Director, 12350 Oakwood Drive, Woodbridge, VA 22192. Emails may be sent to lkrauss@lakeridgeva.com.

Equal Opportunity Employer