

Job Posting

Bethel Recreation Association

Position: Part-Time Area Coordinator

Positions available: 1

Salary: \$9,000.00 annually
\$900.00 Monthly (10 month position)

Hours: 15 hours weekly
(on an average)

Start Date: August 16, 2010

Job Requirements:

This position requires the coordinators to work a flexible schedule throughout each season. This schedule will change throughout the seasons based on need of the coordinators. Some weeks will require more time than other weeks that may require less. The coordinators will be working between the hours of 9:00 a.m. and 3:00 p.m. Each coordinator is required to have their own reliable transportation (to, from, and during the work hours). Coordinators may have to work some nights during the week and also on Saturdays.

About the position:

The coordinators will be working with the Bethel Recreation staff and school building staff to form and coordinate teams and team rosters, complete background checks, find coaches, schedule practices, submit facility usage forms, pass out program information, help with registration, place waiting list kids onto teams, attend coaches meetings, answer and return calls from parents and coaches, and assist in the Bethel Recreation office with miscellaneous tasks and duties. The coordinators will be traveling from building to building, to organize school calendars for practices and to avoid building conflicts, building usage for games and practices, randomly attend practices throughout the seasons, assist with equipment distribution and collection, pass out fliers and information to schools. Coordinators will be mainly working from the Bethel Recreation office.

General Information:

There are 17 elementary schools within the Bethel School District. There are also 2 private schools that are involved in the Bethel Recreation programs. The schools will be divided up amongst the three- (3) coordinator positions. This will be determined by location and participation enrollment. Each coordinator will receive a cell phone to make contact with the Bethel Recreation liaison, secretary, coordinators, parents, coaches, and school staff (principals, secretaries, custodians, etc.). Each of the coordinators will be reimbursed on a percentage of mileage made in traveling from building to building.

You may email your resume to:

Bethel Recreation Association
Jim Morris
Bethel Rec. Board President
jdm8303@comcast.net