



PROGRAM COORDINATOR

Job Responsibilities:

The City of Tullahoma is accepting applications for the position of Program Coordinator which reports to the Recreation Program Manager. The position is responsible for advertising and implementing programs that meets the needs of all age groups and for providing assistance with the development of new programs. The Program Coordinator works to determine the recreational interests of the community, compile reports on program performance, design promotional campaigns, and maintain documentation. Responsibilities also include organizing athletic leagues which involves marketing, sign-ups, creating league schedules, arranging for umpires and referees and coordinating field usage.

Qualifications:

High school diploma or GED required. A college degree in Recreation Administration or related field is preferred. Relevant work experience, general supervisory experience and strong computer skills are required.

Salary and Benefits:

This is a full-time position with benefits and salary between \$33,066 - \$35,095, depending on qualifications. Primary work hours are from 10:00 am – 6:00 pm during the week with evening and weekend work as required for programs and events. Benefits include medical, dental and vision coverage, life insurance, short and long term disability, vacation, sick leave and personal days. The City of Tullahoma participates in the Tennessee Consolidated Retirement System (TCRS) which is a defined benefit retirement plan and employees can participate in a 457 deferred compensation plan.

Application Process:

Employment applications are available on-line at www.tullahomatn.gov. The form needs to be printed and completed. Applications are also available at City Hall. Submit application by:

- Email:** cbrice@tullahomatn.gov
- Mail:** City of Tullahoma, Attn: Human Resources,
PO Box 807, Tullahoma, TN 37388
- Deliver:** *City Hall / Municipal Building, 201 W. Grundy
Street, Tullahoma, TN*

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer, drug free workplace and in compliance with Title VI of the Civil Rights Act.

Posted: *July 13, 2021*

Closes: *until filled*