

**JOB OPENING**

**February 6, 2025**

The City of Lexington has the following position opening:

**Position:** Parks & Recreation Coordinator  
**Department:** Parks & Recreation Department  
**Supervisor:** Community Activities Director  
**Status:** Full-Time; Exempt. Salary DOQ

**Qualifications:**

- Any combination of experience and training equivalent to a bachelor's degree in Recreation, Physical Education, or a related field.
- Experience in conducting organized recreational activities and facility operations.
- Knowledge of methods involved in planning, organizing, conducting, and supervising recreation and aquatic programs.
- Knowledge of recreational facility operations, including adult and youth leagues, special events, and organized games and sports.
- Must be able to obtain Certified Pool Operator (CPO) certification.
- Strong leadership, organizational, and communication skills to effectively engage with staff, volunteers, and community members.
- Ability to work independently and collaboratively as part of the Parks & Recreation team.
- Strong computer skills related to desktop and web-based applications. (Word, Excel, etc.)
- Valid Nebraska Driver License

**Essential Duties and Responsibilities:**

- Recreation Programs Management – manage a broad, comprehensive recreation program; organize community recreation events, youth and adult sports leagues, seasonal programs; collaborate with local organizations, schools, community partners to promote rec opportunities; oversee scheduling, budgeting, resource management for rec programs/activities; participate in development of policies and procedures.
- Aquatic Center Management – assist in management of LFAC facilities and programs; develop comprehensive aquatic policies and procedures; assist in recruitment, training, supervision of AC staff; ensure proper maintenance, safety, cleanliness of AC.
- Supervises Employees – hire, train, supervise part-time and seasonal staff; develop policies and procedures.

Interested applicants should submit a resume and application to Pamela Baruth, Personnel Manager, [pbaruth@cityoflex.com](mailto:pbaruth@cityoflex.com). Applications accepted until the position is filled. For questions or additional information, contact Jake Saulsbury, Community Activities Director, [jsaulsbury@cityoflex.com](mailto:jsaulsbury@cityoflex.com). The City of Lexington is an Equal Opportunity Employer.