



City Hall
118 Orchard Street
Morenci, MI 49256
(517) 458-6828

Job Description

Position: Day Recreation Program Coordinator

Summary

This position coordinates the activities of the Day Recreation Program for the City of Morenci. Duties include planning activities for the program, supervising Day Recreation assistants, and watching children involved with the program.

Supervision Received

Work is performed under the general supervision of the City Administrator / Clerk.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Coordinate activities of the Day Recreation Program including, but not limited to scheduling bowling dates, swimming dates, and more.
2. Promote the program to get additional children involved.
3. Supervise assistants involved with the Day Recreation Program.
4. Watch over children involved with the Day Recreation Program.

Employment Qualifications

1. High school graduate, some college preferred.

Approved: May 18, 2015 by the Morenci City Council