



Lebanon Parks Department

Office and Recreation Coordinator

Job Description: The City of Lebanon is seeking qualified applicants for a full-time Office and Recreation coordinator in the very busy Parks and Recreation Department. Working under the general direction of the Parks Director and Office Manager, responsibilities include all office functions, including serving as primary contact with public and providing customer service in a professional and courteous manner.

Essential Duties

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Process and approve rental reservations.
- Process and organize Seashore Waterpark pool passes.
- Oversee dog park memberships and communication to members.
- Generate memorial letters.
- Create weekend sheet for maintenance staff.
- Create pool party rental sheet for Seashore Waterpark.
- Keep record of all vandalism.
- Assist Community Development and Marketing Manager with park programming and scheduling.
- Supervise summer swim lessons.
- Assist Pool Manager with any seasonal prep work, scheduling and communication with summer staff.

Minimum Qualifications: Position requires High School diploma or equivalent. Minimum of one (1) year experience in customer services or related field. Must possess a valid Indiana driver's license. Position requires some work on evenings, weekends, and special events. 90-day probationary period upon being hired.

To obtain an application please visit www.lebanonparks.org or our Parks Office at 130 E. Ulen Dr. Lebanon, IN 46052