



City of Loudon
2480 Hwy 72 N
Loudon, Tennessee 37774

The City of Loudon is seeking a highly motivated and qualified **Program Coordinator**. This position which reports directly to the Director of Parks, Recreation and Tourism will be responsible for planning, coordinating, implementing, and evaluating city parks and recreation programs that meet community needs and departmental goals and ensure programs are safe, well-organized, fiscally responsible, and responsive to public input. The work schedule is event-driven and includes variable hours, which will fluctuate to cover all scheduled programs. The total weekly hours will not exceed 40 except as required by operational demands.

Responsibilities include:

- Plan, coordinate, and oversee recreational programs, including scheduling, facility and space reservations, participant registration, and program evaluation.
- Coordinate facility set-up and breakdown and ensure appropriate security measures for programs and events.
- Ensure compliance with all park, facility, and league rules, regulations, and policies.
- Maintain accurate records, statistics, and reports related to program participation, enrollment, and demographics.
- Assist the Director with departmental budget preparation, monitoring expenditures, and tracking program-related expenses.
- Attend and oversee departmental programs, events, and functions, including evenings, weekends, and holidays as required.
- Ensure all program staff receive appropriate training to perform assigned duties safely and effectively.
- Solicit and incorporate public input to support departmental goal-setting and the development of relevant programs and services.
- Oversee Community Pool and Splash Pad operations.
- Coordinate and manage weekend tournaments, including field readiness, facility and restroom cleanliness, and on-site problem resolution.
- Obtain price quotes for materials, equipment, repairs, and projects as required.
- Perform other duties as assigned.

Physical demands:

- Frequent standing and walking.
- Prolonged sitting while performing administrative tasks.
- Occasional stooping, kneeling, bending, pushing, pulling, crouching, and lifting to handle equipment, materials, or supplies.

- Ability to lift and carry objects weighing up to 50 pounds.
- Exposure to pool chemicals, including chlorine and muriatic acid.
- Exposure to cleaning agents and solvents.
- Ability to work outdoors in varying weather conditions, including heat, cold, and rain.

The ideal candidate for this position will possess a High School Diploma or G.E.D with a minimum of two (2) years of related experience in parks, recreation, or a similar field. Possess of a valid Tennessee driver's license and CPR and First Aid Certification, or ability to obtain within a designated timeframe. Sufficient communication skills to coordinate with staff, participants, and the general public, both verbally and in writing is required. Working knowledge of basic computer applications, including Microsoft Office is also required. The City of Loudon desires an energetic individual with a passion for excellent performance that can work well with coworkers and members of the public in a professional and courteous manner.

Qualified Applicants may send resumes (in WORD format) to:

Cityjobs4@cityofloudontn.org

Resumes must be submitted by **Feb 4, 2026**