**City Name: City of Edina**

**Job Title: Facility Coordinator I – Braemar Arena & Field**

**Salary: $24.39 - $30.49**

**Closing Date: Friday, December 5, 2021**

**Job Summary:**

The Facility Coordinator I - Braemar Arena and Field is responsible for all scheduling of Arena and Field Facilities.  The Facility Coordinator also provides supervision for the Field and Dome including programs, staffing and minor maintenance.  In addition, the Facility Coordinator is responsible for the financial deposits for the entire facility.

The job requires a high school diploma or equivalent and a minimum of two years of experience in a recreation facility setting including operations with computerized system for reservations and scheduling on a high-volume facility. A Bachelor's degree in a related field is desired.   An understanding of athletic facilities, recreation programing and athletic events is also desired.

**Apply:**

For more information or to apply please visit the City of Edina website at [www.EdinaMN.gov](http://www.EdinaMN.gov).