



Recreation Coordinator

Wheeling Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date: 2017-10-20

Salary: \$13.00 - \$16.00 an hour

Description:

PLEASE APPLY ONLINE AT:

<https://www.applitrack.com/wheelingparkdistrict/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=147>

TITLE: Recreation Coordinator (FLSA non-exempt) R 9.17

SUMMARY:

The Recreation Coordinator is a task orientated leadership role and will assist in all areas of Recreation Services, which includes recreation programs, youth programs, adult programs and special events. Responsibilities include planning, developing, implementing, managing and evaluating recreation programs and special events. The Recreation Coordinator is under the direct supervision of the Recreation Services Manager, but is granted the opportunities for independent supervision in related areas of responsibility.

**EDUCATION &
EXPERIENCE:**

-Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's Degree in Recreation Administration or related field.

-Must possess strong supervisory skills, teamwork and customer service skills.

HOURS:

Approximately 20 - 29 hours a week

Must have the ability to work flexible hours including evenings and weekends.

DUTIES AND RESPONSIBILITIES:

-The Recreation Coordinator is a task orientated leadership role and will assist in all areas of Recreation Services, which includes recreation programs, youth programs, adult programs and special events.

-Responsibilities include planning, developing, implementing, managing and evaluating recreation programs and special events.

-The Recreation Coordinator is under the direct supervision of the Recreation Services Manager, but is granted the opportunities for independent supervision in related areas of responsibility.

COMPENSATION AND BENEFITS:

\$13.00/Hr - \$16.00/Hr

Pension/Benefit Plan (IMRF)

Fitness center and indoor pool membership or pool pass to the Family Aquatic Center.

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