



Recreation Manager

Town of Dyer

Contact Name: Andrea Daliege

Contact E-mail: adaliege@townofdyer.com

Contact Phone: 2198652505

Closing Date:

Salary: 43,000

Description:

Part-time Recreation Specialist

Dyer Parks & Recreation is looking for an individual who is skilled in advertising, monitoring social media sites, creating flyers using Canva and Publisher, willing to instructor toddler & senior programs, work special events, assist and improve programs including summer camp and other programs & events. Knowledge of Excel and strong editing skills are desired. Create flyers and the monthly newsletter as well as being responsible for organizing our storage spaces.

The Recreation Specialist will work directly with the Recreation Manager and our current Recreation Specialist. Working on weekends and some evenings throughout the year is necessary. Interacting with parents and participants on a regular basis in a friendly but professional manner is essential. Interested individuals will have a strong desire to work with children and adults of all ages. Hours are somewhat flexible and would translate to 20 to 30 hours a week. Depending on experience, the salary for this position ranges from \$10.42 to \$13.50 an hour. Position will remain open until filled.

Interested candidates should contact Andrea Daliege, Recreation Manager of Dyer Parks & Recreation, at (219) 865-2505 during office hours at the Dyer Parks & Recreation office or email your resume to adaliege@townofdyer.com. Please reference "Part-time Recreation Specialist" in the subject line of your email.