

RECREATION & FACILITY COORDINATOR
Parks and Recreation Department
Part-time position (23 hours per week)

The City of Two Rivers is seeking a qualified individual to perform a variety of routine and complex administrative work in marketing and scheduling facilities for recreation programs and events.

The coordinator is required to schedule building and occasional park facility use as it relates to providing recreational programs and events. Represents the city at assigned events. Building rentals; coordinating floor plans as needed. The coordinator develops and administers general recreational programs such as cooking classes, exercise classes and other general type recreation programs.

Tasks to include: assigns work to seasonal part-time building attendants, volunteers and contract employees. This position is responsible to discipline and to evaluate employee work performance. The coordinator must recruit, train, assign volunteers.

Successful candidate will be proficient in written and oral communication; the ability to establish and maintain an effective working relationship with staff, government officials and community civic groups. Provide leadership and direction in the development of short and long range plans and the ability to make decisions.

Proficient in Microsoft Office, MS Excel and MS Access along with general office equipment.

To receive a complete position description, please contact Kim Graves at (920) 793-5526 or send an email to kgraves@two-rivers.org. Interested candidates should send a detailed letter of interest and resume by September 28, 2017 to:

Kim Graves
City of Two Rivers
Human Resources Coordinator
Post Office Box 87
Two Rivers, WI 54241-0087

City of Two Rivers is an equal opportunity employer.