



**TWO  
RIVERS**  
WISCONSIN

## Recruitment Announcement

### RECREATION COORDINATOR PART-TIME

The Recreation Coordinator assists the Recreation Supervisor in the overall management of recreation programs, events, and facilities. This position will average 19 hours per week with more hours during the busier summer season and fewer hours in the winter.

Starting wage is \$15.13 per hour. This position is not eligible for benefits.

A complete job description and City employment application can be found at [www.two-rivers.org](http://www.two-rivers.org).

To ensure consideration, interested candidates should submit a detailed letter of interest, resume, and completed City employment via email to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to the address listed below.

City of Two Rivers  
Attn: Human Resources  
Post Office Box 87  
Two Rivers, WI 54241-0087



## **POSITION DESCRIPTION**

**POSITION TITLE:** Recreation Coordinator

**REPORTS TO:** Recreation Supervisor

**EMPLOYMENT CLASSIFICATION:** Part-Time

**LATEST REVISION DATE:** March 18<sup>th</sup>, 2024

**DEPARTMENT:** Parks & Recreation Department

**FLSA CATEGORY:** Non-Exempt

**PAY TYPE:** Hourly

### **GENERAL PURPOSE**

This position assists the Recreation Supervisor in the overall management of recreational programs, events and facilities, including but not limited to Sundae Thursday, July 4th Celebration, adult and youth softball, Community House, Bands on the Beach, Concerts in the Park, movie events, concession stands, beer sales, and set-up for events led by community organizations within parks. This position is responsible for developing, organizing, planning, and implementing assigned recreation programs, athletic and special events. The coordinator will assist with managing registrations, answering community questions, marketing, and assembling information for recreation programs and special events. The position will average 19 hours per week with more hours during the busier summer season and fewer hours in the winter.

### **SUPERVISION RECEIVED**

The position works under the general supervision of the Recreation Supervisor. The employee must be able to independently solve problems. Work is performed independently and is reviewed through direct review and observations of results obtained.

### **SUPERVISION EXERCISED**

Employee provides general guidance to seasonal program employees.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Coordinates and promotes assigned recreational programs and special events.
- Responds to requests and inquiries from the public in a professional and respectful manner.
- Monitor assigned program and special event performance; recommend and implement modifications for assigned programs and special events for the future.
- Strong professional communication skills, and the ability to present event ideas and plans to recreation staff and community partners.



- Open and close recreational facilities such as the Community House, concession stand, picnic shelters, etc. on an as needed basis.
- Operate concession stand and event beer sales on an as needed basis.
- Creates volunteer schedules with the assistance of the Recreation Supervisor.
- With direct assistance of the Recreation Supervisor, train and evaluate staff and volunteers on event specific roles.
- Provide clerical support, program registration assistance, answer telephones, and maintain correspondence with other divisions or agencies.
- Independently establish team rosters, schedule leagues and tournaments, enforce rules and regulations of assigned recreational programs.
- Ability to work a flexible schedule that will include nights and weekends.
- Maintain supplies, equipment, and materials in support of programs.
- Maintain a working relationship with vendors and/or venues.
- Prepare written documents, statistical reports, work orders, time sheets, schedules, press releases, brochures, calendars, program rosters, etc.
- Enforces policies, procedures, and rules for contracted facility renters.
- Contribute to websites and social media under direction from Recreation Supervisor.
- Develop flyers, brochures, and social media images.
- Communicate and work with individuals, community groups, and committees to stimulate interest and develop recreation program support, including fund-raising.
- Performs additional duties as required.

#### **MINIMUM DESIRED QUALIFICATIONS:**

- Graduation from a high school or GED.
- Relevant experience in event coordination, recreation, marketing, K-12 education, or related fields.
- CPR and First aid certification or ability to obtain certification within 1 year of employment.

#### **SPECIAL REQUIREMENTS**

- Must possess and maintain a valid Wisconsin Driver's License or ability to obtain one.
- Must be a US Citizen
- Must be able to read, write, and speak in the English language.



- Must be of good moral character and temperate with industrious work habits and be willing to have a background check completed by Two Rivers Police Dept., and WI-CBI.

#### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS:**

- Experience using social media for promotion and marketing.
- Strong writing and editing skills.
- Requires excellent attention to detail and planning skills.
- Web site maintenance and knowledge of web related software is a plus.
- Entry level graphic design skills are a plus. (i.e. Canva, Publisher).
- Excellent customer service skills and ability to create meaningful experiences.
- Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Requires ability to multi-task at various levels of intensity. Effective time management to meet deadlines on short notice required.
- Ability to work independently and complete daily activities according to work schedule.
- Ability to establish working relationships with employees, supervisors, and the public.
- Ability to meet high customer service standards and demands.

#### **TOOLS AND EQUIPMENT USED**

Programmable telephone, computer, copy machine, calculator, cash register and credit card machine. Computer software includes MS-Windows, MS-Word, MS-Excel, MS-PowerPoint, Internet, Facebook, Instagram, Canva, and desktop publishing software.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.



## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions in an event coordinator. This may include long periods of standing, working outdoors, and setting up tables and chairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is minimal.

## **SELECTION GUIDELINES**

Formal application, rating or education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TWO  
RIVERS**  
WISCONSIN

**APPLICATION FOR EMPLOYMENT  
CITY OF TWO RIVERS**

[www.two-rivers.org](http://www.two-rivers.org)

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to [HR@two-rivers.org](mailto:HR@two-rivers.org).

**Incomplete or illegible applications will not be considered.**

| POSITION INFORMATION                                                                                                                                          |  |              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------|--|
| <b>Position you are applying for:</b>                                                                                                                         |  | <b>Date:</b> |  |
| <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary |  |              |  |

| APPLICANT INFORMATION                                                                            |                              |                             |                                                               |                              |                             |     |  |
|--------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------------|------------------------------|-----------------------------|-----|--|
| Last Name                                                                                        |                              | First                       |                                                               | M.I.                         |                             |     |  |
| Street Address                                                                                   |                              |                             |                                                               | Apartment/Unit #             |                             |     |  |
| City                                                                                             |                              |                             |                                                               | State                        |                             | ZIP |  |
| Phone                                                                                            |                              |                             | E-mail Address                                                |                              |                             |     |  |
| Date Available                                                                                   |                              | Desired Salary              |                                                               | Comments                     |                             |     |  |
| Are you a citizen of the United States?                                                          | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.?                | YES <input type="checkbox"/> | NO <input type="checkbox"/> |     |  |
| Have you ever worked for the City of Two Rivers?                                                 | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, when?                                                 |                              |                             |     |  |
| Are you related to anyone that is employed by the City of Two Rivers?                            | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, please state name and relationship (include in-laws): |                              |                             |     |  |
| Have you ever been convicted of a felony?                                                        | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain:                                              |                              |                             |     |  |
| Have you ever been convicted of a misdemeanor crime of domestic violence?                        | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain:                                              |                              |                             |     |  |
| Are you prohibited by state or federal law from possessing a firearm?                            | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain:                                              |                              |                             |     |  |
| Do you possess a valid Wisconsin driver's license?                                               | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Driver's License Number:                                      |                              |                             |     |  |
| Do you possess a valid Wisconsin Commercial Driver's License?                                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Certifications:                                               |                              |                             |     |  |
| Have you ever been convicted of driving under the influence of alcohol or controlled substances? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain:                                              |                              |                             |     |  |

**EDUCATION**

|                    |  |                              |                             |                                                               |                              |                              |                             |
|--------------------|--|------------------------------|-----------------------------|---------------------------------------------------------------|------------------------------|------------------------------|-----------------------------|
| <b>High School</b> |  |                              |                             | Address                                                       |                              |                              |                             |
| Did you graduate?  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, have you passed a high school Equivalency or GED test? |                              | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>College</b>     |  |                              |                             | Address                                                       |                              |                              |                             |
| From               |  | To                           |                             | Did you graduate?                                             | YES <input type="checkbox"/> | NO <input type="checkbox"/>  | Degree                      |
| <b>College</b>     |  |                              |                             | Address                                                       |                              |                              |                             |
| From               |  | To                           |                             | Did you graduate?                                             | YES <input type="checkbox"/> | NO <input type="checkbox"/>  | Degree                      |
| <b>Other</b>       |  |                              |                             | Address                                                       |                              |                              |                             |
| From               |  | To                           |                             | Did you graduate?                                             | YES <input type="checkbox"/> | NO <input type="checkbox"/>  | Degree                      |

**SPECIAL SKILLS OR QUALIFICATIONS**

Describe any special skills applicable to this position:

  
  
  
  

Describe any additional training and experience applicable to this position:

  
  
  
  

**REFERENCES**

*Please list three professional references.*

|                  |  |       |  |
|------------------|--|-------|--|
| <b>Full Name</b> |  | Title |  |
| Organization     |  | Phone |  |
| Relationship     |  |       |  |
| <b>Full Name</b> |  | Title |  |
| Organization     |  | Phone |  |
| Relationship     |  |       |  |
| <b>Full Name</b> |  | Title |  |
| Organization     |  | Phone |  |
| Relationship     |  |       |  |

**PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)**

|                                                          |  |    |  |                              |                             |               |
|----------------------------------------------------------|--|----|--|------------------------------|-----------------------------|---------------|
| <b>Employer</b>                                          |  |    |  | Phone                        |                             |               |
| Address                                                  |  |    |  | Supervisor                   |                             |               |
| Job Title                                                |  |    |  | Starting Salary              | \$                          | Ending Salary |
| Responsibilities                                         |  |    |  |                              | \$                          |               |
| From                                                     |  | To |  | Reason for Leaving           |                             |               |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |               |

|                                                          |  |    |  |                              |                             |               |
|----------------------------------------------------------|--|----|--|------------------------------|-----------------------------|---------------|
| <b>Employer</b>                                          |  |    |  | Phone                        |                             |               |
| Address                                                  |  |    |  | Supervisor                   |                             |               |
| Job Title                                                |  |    |  | Starting Salary              | \$                          | Ending Salary |
| Responsibilities                                         |  |    |  |                              | \$                          |               |
| From                                                     |  | To |  | Reason for Leaving           |                             |               |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |               |

|                                                          |  |    |  |                              |                             |               |
|----------------------------------------------------------|--|----|--|------------------------------|-----------------------------|---------------|
| <b>Employer</b>                                          |  |    |  | Phone                        |                             |               |
| Address                                                  |  |    |  | Supervisor                   |                             |               |
| Job Title                                                |  |    |  | Starting Salary              | \$                          | Ending Salary |
| Responsibilities                                         |  |    |  |                              | \$                          |               |
| From                                                     |  | To |  | Reason for Leaving           |                             |               |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |               |

|                                                          |  |    |  |                              |                             |               |
|----------------------------------------------------------|--|----|--|------------------------------|-----------------------------|---------------|
| <b>Employer</b>                                          |  |    |  | Phone                        |                             |               |
| Address                                                  |  |    |  | Supervisor                   |                             |               |
| Job Title                                                |  |    |  | Starting Salary              | \$                          | Ending Salary |
| Responsibilities                                         |  |    |  |                              | \$                          |               |
| From                                                     |  | To |  | Reason for Leaving           |                             |               |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |               |



**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>Signature:</b> |  | <b>Date:</b> |  |
|-------------------|--|--------------|--|

**OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_