



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Recreation Specialist
<b>Closing Date:</b>	Open until Filled
<b>Salary:</b>	\$9.10 Hourly
<b>Job Type:</b>	Part-Time- 20-25 Hours per week
<b>Department:</b>	Moore Parks & Recreation -The Station at Central Park

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### JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

To monitor activity in the Community Center; supervise gym for sports leagues and open play; set up meeting rooms for rentals or special events; help with volunteer programs and special events; occasional custodial duties; perform general clerical duties in support of Park & Recreation; answer the telephone and provide assistance to the general public, City staff and officials; to perform responsibilities for the assigned department including data entry and filing.

No experience required  
High School diploma or equivalent

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### ALL APPLICANTS MUST COMPLETE AN APPLICATION

Return completed application to Moore City Hall. Selected applicant must pass background investigation, drug screen and may need to supply a current driving record.

For additional information regarding the job description please visit [www.cityofmoore.com](http://www.cityofmoore.com)

City of Moore is an Equal Opportunity Employer