



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Recreation Coordinator
<b>Open Date:</b>	September 6, 2019
<b>Closing Date:</b>	September 22, 2019 at 11:59 pm
<b>Salary:</b>	\$42,546
<b>Job Type:</b>	Full-time with benefits
<b>Department:</b>	Moore Parks & Recreation - The Station at Central Park

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## JOB SUMMARY

Manage, direct, and coordinate all programs, special events, and activities of the recreation center; schedule, train and supervise staff while developing and maintaining good relationships with citizens; establish and maintain cleanliness and safety practices and procedure; responsibilities include adult and youth recreation programming, to include volleyball and basketball leagues, sports camps, summer day camps, City-wide special events, and the development of programming in multipurpose room of recreation center.

### EDUCATION AND EXPERIENCE:

Three years of experience in the development, organization, and management of indoor youth sports leagues in a recreation center or similar type facility setting, including experience with special event development and management and in program development for indoor classes and programs; AND a Bachelor's degree in Recreation Management, or an equivalent combination of education and experience.

**License or Certificate:** Possession of or ability to obtain a valid Oklahoma "C" driver's license may be required. First Aid, CPR/AED certification, or ability to obtain within first 6 months of employment is required.

NOTE: Additional requirements to possess or obtain specific licenses, certifications or specialized education and training relevant to the area of assignment may also be required, at the discretion of management.

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## ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at <https://www.cityofmoore.com/departments/jobs>

NOTE: Selected applicant must pass a background investigation and drug screen.

**City of Moore is an Equal Opportunity Employer**