



JOB OPENING

JOB TITLE	Recreation Programmer
POSTING DATE	04/22/2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/Recreation
EMPLOYMENT STATUS	Temporary
START DATE & WORK SCHEDULE	ASAP 30 hours per week on a schedule agreed upon between the applicant and the Recreation Specialist. Some weekends and evenings required.
PAY RATE	\$19.00 – \$22.5 per hour
PREVIOUS WORK EXPERIENCE	One-year of experience or more in recreation programming, management, communications, and events preferred.
EDUCATION:	Bachelor's Degree in Recreation and Parks Administration, or related field, or equivalent combination and experience necessary.
SPECIAL SKILLS & TRAINING	Excellent oral and written skills; must be able to communicate effectively with the public and other employees. Knowledge of and proficiency with computers and software such as Word and Excel. Outstanding customer service for extensive contact with the public. Experience using RecTrac or similar recreation program software preferred.
BASIC RESPONSIBILITIES	Plan, organize, and implement a variety of sports, recreation and event programming for all ages of citizens in the community. Supervise the daily operation of Hawk programs and events by scheduling and assigning personnel along with assisting employees when necessary. Supervise staff and or volunteers. Coordinate the use of facilities for programs, including set up, and making sure facilities are ready to use. Performs divisional purchasing functions for programs involved in preparing specifications and requisitions, ordering equipment, materials, supplies and services needed, maintaining records and preparing reports for departmental use.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER