



JOB OPENING

JOB TITLE	Recreation Specialist
POSTING DATE	May 27, 2025
CLOSING DATE	Open Until Filled
DEPARTMENT/DIVISION	Special Services / The Hawk Community Center
EMPLOYEE GROUP	Teamsters
EMPLOYMENT STATUS	Full-Time, Regular
START DATE & WORK SCHEDULE	ASAP 8:30 a.m. – 4:30 p.m., Monday – Friday. Must be able to work flexible schedule including evenings and weekends when programs and events are scheduled
PAY RATE	\$57,743 - \$66,106
PREVIOUS WORK EXPERIENCE	One-year of experience or more in recreation programming, management, communications and events.
EDUCATION:	Bachelor's degree in Recreation, related field or equivalent.
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.
BASIC RESPONSIBILITIES	The Recreation Specialist is responsible for overseeing and coordinating summer camps, including scheduling, staffing, and daily operations. They plan and facilitate birthday parties, ensuring all activities and logistics run smoothly. The role includes organizing and supporting special events hosted by the department. Additionally, the specialist manages the Hawks Nest babysitting room, maintaining a safe and engaging environment. Other duties may be assigned as needed to support recreation programs and services. The Recreation Specialist will prepare budgets for their areas of program responsibility, hire and direct both part-time and seasonal staff.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER