



JOB OPENING

JOB TITLE:	Education Coordinator (Sports)
OPENING DATE:	October 29, 2024
CLOSING DATE:	Open until filled
DEPARTMENT/DIVISION:	Special Services/HAWK
EMPLOYEE GROUP:	Temporary / Part Time
WORK SCHEDULE:	10-20 hrs. per week, primarily Saturday and/or Sunday mornings and early afternoons. Some weekday opportunities will be available. The final schedule will be determined based on the candidates' availability.
PAY RATE:	\$16.00-\$18.50 per hour
PREVIOUS WORK EXPERIENCE:	Experience working in a sports-related field or supervisory role preferred.
EDUCATION:	High School diploma or equivalent. Some college classes are preferred.
SPECIAL SKILLS & TRAINING:	Superior customer service skills. Upon hire, completion of First Aid and CPR certification is required. Strong situational awareness, self-motivation, leadership, teamwork, organizational and communication skills required.
BASIC RESPONSIBILITIES:	Under the supervision of the Recreation Programmer, oversees the implementation of preschool and youth sports programming, responsibilities include creating lesson plans, supervising part-time sports instructors, and ensuring quality programming. The education coordinator will also be responsible for the setup and tear down of equipment and site. along with recommending equipment purchasing.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest to Human Resources.

EQUAL OPPORTUNITY EMPLOYER