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Website: [www.sheldoniowa.com](http://www.sheldoniowa.com)

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## **POSITION OPENING: RECREATION COORDINATOR**

The City of Sheldon, Iowa is accepting applications for a full time Recreation Coordinator. This is a joint position shared between the City of Sheldon and Northwest Iowa Community College. This position will assist the Sheldon Recreation Department and the Northwest Iowa Lifelong Learning and Recreation Center (LLRC). A full description is posted on [www.sheldoniowa.com](http://www.sheldoniowa.com). The position's starting salary is \$35,568 which will be contingent on qualifications, experience, and city council approval. The City of Sheldon offers an attractive benefits package. Send resume and cover letter to: City of Sheldon, Attn: Jacob Kerr, PO Box 276, Sheldon, IA 51201 or email to [jkerr@cityofsheldon.com](mailto:jkerr@cityofsheldon.com).

# **CITY OF SHELTON | NORTHWEST IOWA COMMUNITY COLLEGE RECREATION COORDINATOR**

## **Education**

- Required – A minimum of an Associate's degree or related certification in Parks & Recreation or a related field
- Preferred – B.A. or B.S. degree in Parks & Recreation

## **Qualifications**

- Fitness/recreation experience
- Strong verbal and written communication skills
- Ability to plan, organize, and manage time
- Strong human and public relation skills and positive, motivational attitude.

## **Desired Certifications or Willing to Obtain**

- Lifeguard Certification.
- Water Safety Certification.
- CPR and First Aid Certified.
- Personal Training Certification.

## **General Responsibilities**

- Supervise adult and youth recreation programs.
- Create rosters and schedules for adult and youth programs.
- Assist in developing, organizing, promoting, and maintaining balanced programs at the Sheldon Outdoor Aquatic Center, Sheldon Recreation Department, and LLRC.
- Must be able to perform emergency life-saving procedures if needed.
- Communicate with members, patrons, and participants on Sheldon Rec and LLRC activities and programming
- Maintenance and custodial duties at Sheldon Outdoor Aquatic Center, Recreation Facilities, and LLRC will be required.
- Provide customer service at the LLRC. Including welcome desk oversight.

## **Other Duties**

- To fulfill the Sheldon Recreation Director and LLRC Coordinator's duties during vacation, sick leave, and other excused absences.
- Operating hand and power tools, vehicles, and mowers
- Ability to frequently lift loads of 50 to 75 pounds.
- Any other duties as may be assigned by the Sheldon Recreation Director or LLRC Coordinator.

## **Requirements**

- Must successfully pass a complete physical after offer of employment but before beginning employment. Paid for by the City.
- Must successfully pass a drug/alcohol screening after offer of employment but before beginning of employment. Paid for by the City.
- Willingness to attend continuing education classes as needed.