



## **RECREATION COORDINATOR**

City of Grinnell, Iowa seeks a Recreation Coordinator to assist with the supervision, planning, and operations of the Recreation Department. This is a full time position and a pay range of \$20.62-\$26.82 per hour. The ideal candidate would have a diverse background in aquatics programming, special events, sports, recreation programming, and related fields along with great communication skills and a degree in a related program.

Under the direction of the Recreation Director the Recreation Coordinator works in all aspects of the Recreation Department including supervision of the operations and staff associated with recreation programs and facilities including the aquatic center. Oversees sports, aquatics, and related programs and special events for youth and adults. Directs the public use of facilities and evaluates maintenance needs. Performs public relations and promotes, monitors, schedules and evaluates programs.

The employee must possess a Valid State of Iowa Driver's License. Preferably the employee would possess or has the ability to obtain first aid and CPR/AED training, Lifeguard certificate, and a Lifeguard Instructor certificate within 6 months of employment. The employee must be available to work irregular hours and weekends.

Pre-employment physical including drug testing and extensive background check. Residency within fifteen (15) miles of the Public Safety Building to the employee's property line within one year from the date of hire is required. Tobacco users will not be considered for employment. Application and complete Job Description can be found at [www.grinnelliowa.gov](http://www.grinnelliowa.gov) . Send application and resume with cover letter to Jordan Allsup, Parks and Recreation Director, 520 4<sup>th</sup> Avenue, Grinnell, Iowa 50112. Applications must be received by February 12, 2021. EOE.