

# **RECREATION PROGRAM DIRECTOR**

**FULL-TIME POSITION WITH BENEFITS**

\$30,000 - \$40,000 Annually

***Deadline:*** 4:00 PM, June 24, 2022 ***Start Date:*** Aug. 1, 2022

The City of **Waukon Park & Recreation Wellness Department** is seeking energetic, self motivated, innovative, detail-oriented, team player to apply for the position of **Recreation Program Director**.

The Program Director will coordinate recreation activities.

This position will require some nights and weekends.

## **Duties Include:**

- Develop, organize, coordinate, and expand new and existing Recreation and Wellness Center programs.
- Select, train and supervise part-time recreation staff.
- Schedule all recreation events and maintain a record thereof.
- Collect registration and sponsor fees.
- Ensure an electronic presence via City Website, Facebook, etc.
- Conduct and coordinate an active public relations program by writing news releases for the local newspaper and by participating in community events.
- Network with members of the community to generate additional recreational contacts.
- Monitor expenses and revenues to stay within budget.
- Other duties as assigned.

**Preferred Education:** Bachelor's degree from an accredited college/ university and experience in coordinating recreation activities including one year of lead or supervisory experience; a valid driver's license with good driving record.

**For consideration, please submit** a completed **application** (from Waukon City Hall or <https://www.cityofwaukon.com/wp-content/uploads/2022/02/Application-for-Employment.pdf>), **resume**, and **cover letter** to: City of Waukon, Attn: Park & Recreation Wellness Director, 101 Allamakee St., Waukon, IA 52172