



416 9th Street
PO Box 276
Sheldon, IA 51201
Phone: 712-324-4651 Fax: 712-324-46 01
Website: www.sheldoniowa.com

POSITION OPENING: RECREATION COORDINATOR

The City of Sheldon is looking for a dedicated individual to fulfill the role of Recreation Coordinator. This position will assist the Sheldon Park and Recreation Department. The City of Sheldon offers an attractive benefits package & a great work environment. Starting pay in the range of \$35,000 - \$38,000 DOE - will be contingent on qualifications, experience, and city council approval. Sheldon is an EOE. **Open until filled. First review of applications will be January 23, 2023.** Full description is posted on sheldoniowa.com. A cover letter, resume and at least three professional references are requested. Send to City of Sheldon, Attn: Trevor Cast, Recreation Director, PO Box 276, Sheldon, IA 51201, or email to tcast@cityofsheldon.com. Phone calls are welcome, call (712) 324-4651 and ask for Trevor.

Posted December 30, 2022

CITY OF SHELDON 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

- 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.
- Certified Pool Operator.

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, and Sheldon Park and Recreation Department.
- Must be able to perform emergency life-saving procedures if needed.
- Communicate with members, patrons, and participants on Sheldon Rec activities and programming
- Maintenance and custodial duties at Sheldon Outdoor Aquatic Center, Recreation Facilities, and Parks will be required.

Other Duties

- To fulfill the Sheldon Park and Recreation Director 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 Park and Recreation Director.

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.
- Must become CPR certified within 6 months of hiring.
- Must become and maintain certified pool operator (CPO) and attend necessary education/development courses to maintain that certification within 6 months of hiring.
- Valid driver’s license.
- Willingness to attend continuing education classes as needed.