

Recreation Program Director

Waukon Park & Recreation Wellness Department

\$38,563 - \$43,867 Annually

Deadline: 4:00 PM, September 29, 2023

Start date: November 1, 2023

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 & 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 1 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 Street, Waukon, IA 52172

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