



City of DeWitt
Parks & Recreation Department
900 14th Street
DeWitt, Iowa 52742-0407
(563) 659-5127 · FAX (563) 659-8106
parks.cityofdewittiowa.org
MEMBER IOWA LEAGUE OF CITIES

HELP WANTED - Recreation Supervisor

Primary Objective

The City of DeWitt is seeking an individual to develop, administer, supervise, promote and deliver a variety of quality parks, recreation programs, activities, facilities and special events for youth, families and adults.

Examples of Duties

- As a member of the Parks & Recreation Department team, develops, implements, and evaluates various parks, recreation programs, activities, facilities and special events as assigned by the Director of Parks and Recreation.
- Supervises Parks and Recreation programs including the promotion and registration of participants, procurement of equipment, reservation of facilities and hiring, training staff, scheduling etc.
- Responds to citizen needs and changing trends regarding program improvements and facilities.
- Maintains records and prepares reports as required.
- Assists with budget preparation and is responsible for administration of portions of the budget as assigned.
- Requisitions supplies, materials and contracted services in compliance with City procedures.
- Performs other duties as assigned to achieve the Parks & Recreation Department objectives.

Minimum Qualifications

- Bachelor's degree in Recreation, Parks, Leisure Services (or direct equivalent degree) with some experience in a municipal recreation setting;
- Supervisory experience is a plus.
- Experienced at using Microsoft Office software, social media platforms & basic website management.
- Must possess excellent and effective oral and written communication skills.
- Ability to work independently as well as on a team.
- Must have leadership skills as well as organizational skills.
- Ability to prioritize tasks, complete work assignments accurately, on time and within budgetary limits.
- Ability to develop and maintain effective working relationships with staff, other City department personnel, volunteer groups, and the public.
- Valid driver's license.
- Ability to perform all essential functions of the position.

City of DeWitt Parks & Recreation Department

Position inquiries contact: Director – Kevin Lake kevin.lake@cityofdewittiowa.org

Application Deadline of February 15, 2024.

Apply by sending a resume and cover letter to:

DeWitt Parks & Recreation
ATTN: Kevin Lake, Director
900 14th Street
DeWitt, Iowa 52742-0407

Position Details:

Part-time	29 hours per week
Wage	\$17.40 per hour
Hours	Flexible – will include nights and weekends