



JOB ANNOUNCEMENT

Maryville Parks & Recreation

1407 N. Country Club Road Suite 200, Maryville, MO 64468

Office 660.562.2923 · Fax 660.562.3829

Job Title: Recreation Coordinator

Department: Maryville Parks and Recreation

Opening Date: 6/23/16

Closing Date: 7/21/16

Description: Under the direction of the Recreation Supervisor, this position is responsible for the coordination of athletic, aquatic, and recreation programming. Primary responsibilities include scheduling of programs, leagues, etc.; occasional budget assistance and cash handling; marketing and social media coordination; management of inventory and supplies; maintenance inspection; and oversight of staff.

Qualifications: Bachelor's degree or equivalent from college or university; and 1 year of progressive responsibility related experience and/or training; or equivalent combination of education and experience is required. Bachelor's degree in Parks and Recreation Administration or a related field preferred. Valid Missouri Driver's License required. Basic first aid, CPR and AED certification required. Must have the ability to obtain Lifeguard Instructor certification and Aquatic Facility Operator certification within 24 months of being hired. Experience with overseeing an operational budget preferred. Experience with athletics, aquatics, and recreation programming preferred.

Schedule: The work schedule is generally 40 hours per week. Hours will vary based upon department needs

Salary/Benefits: Starting salary between \$26,520.00-\$27,591.41. Full salary range between \$26,520.00-\$42,655.76. Benefits include Health, Dental, and Vision Insurance, and Lagers Retirement.

How to Apply: Applications are available at www.maryville.org and the Maryville Community Center and will be accepted in person at the Maryville Community Center, 1407 N. Country Club Road, Maryville, MO 64468 or may be sent by email to Aaron Dobson at adobson@maryvilleparks.org. EOE/AA

Other Info: For more information related to job openings with Maryville Parks and Recreation, please visit www.maryville.org to view job postings, complete job descriptions, and a detailed benefits list.