



J O B P O S T I N G

Job Title: RECREATION SPECIALIST

Department: Parks, Recreation & Cemeteries

Date Posted: July 10, 2015

Last Day to Apply: July 31, 2015

The Manager's Office is currently accepting applications for the full-time position of Recreation Specialist.

Qualifications:

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Parks & Recreation Administration; an equivalent of education and experience may be substituted.
- Minimum one year experience in a parks and recreation setting is preferred.
- Requires proficiency in scheduling and supervising athletic activities and interacting with players, participants, and the general public.
- Must possess and maintain valid driver's license.
- Self-starter with the ability to work independently and meet deadlines.

Responsibilities

- Determines and implements a full range of year-round athletic programming, including youth and adult programs, within the Township.
- Administers day-to-day athletic programming activities; coordinates programs and schedules teams or participants as well as umpires, scorekeepers, and officials.
- Monitors programs and activities in progress, assuring smooth operation and participant satisfaction.
- Responds to citizen calls and complaints, resolving problems and preparing and disseminating information related to department policies and programs.
- Screens instructors, referees, and officials.
- Registers teams and individuals for offered programs.
- Assists supervisor as directed; assists in planning and organizing special events; prepares and manages annual budget for assigned programs
- Responds to callers or walk-ins requesting information; may issue permits, receipt fees, etc. Provides information on the department's operation.

Benefits/Work Schedule:

- Health, dental, life, and disability insurance provided; pension after six months of employment. Option to participate in deferred compensation plan, health savings account, flexible spending account, and vision insurance.
- Full-time position - primarily Monday through Friday between 8:00 a.m. and 5:00 p.m. Flexibility in work schedule including working evenings or weekends may be required.

Compensation:

- \$41,264 - \$49,517 DOQ

Application:

- Please send resume and cover letter to Linda Wells, Delta Township, 7710 W. Saginaw Hwy., Lansing, MI 48917, email to lwells@deltami.gov or fax to (517) 327-1703.