



Supervisor: Kenneth R. Fletcher
Treasurer: Howard Pizzo
Clerk: Mary R. Clark
Trustees: Andrea M. Cascarilla, Dennis R. Fedewa, Karen J. Mojica, Deana M. Newman

Manager's Office

(517) 323-8590

J O B P O S T I N G

Position: **Parks & Recreation Administrator**

Department: Parks, Recreation & Cemeteries

Date Posted: November 22, 2016

Deadline to Apply: December 9, 2016

Salary Range: \$54,303.83 - \$70,594.79

Pay Grade: Full-time PG 8

The Manager's Office is accepting applications for the position of a full-time Recreation Administrator in the Parks, Recreation & Cemeteries Department.

Under the supervision of the Parks & Recreation Director determines and implements a full range of year round recreation programming within the Township; administers day-to-day recreation programming activities; 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. Researches and secures grants as directed or assigned; coordinates fund-raising events. Manages facilities rentals; prepares day-to-day financial reports. Supervises the Senior Coordinator, Aquatics Coordinator and Enrichment Center activities.

This position requires graduation from an accredited college or university with a Bachelor's Degree or equivalent in education, parks and recreation, natural resources management or a similar field. Two or more years' experience in a parks and recreation field is required; supervisory experience highly desired. An equivalent of education and experience may be substituted. Proficiency in computer software including all Microsoft products is required. Grant writing experience is required. This position requires excellent customer relations skills. This position requires flexibility in work hours including the ability to work evenings and/or weekends as directed (scheduled hours and days off for this position are Monday through Friday, 8:00 a.m. – 5:00 p.m.).

Qualified applicants interested in applying for the position may submit an application and/or resume to Linda Wells c/o Manager's Office, Delta Township, 7710 W. Saginaw Hwy., Lansing, MI 48917 or via email to lwells@deltami.gov by **5:00 p.m. on Friday, December 9, 2016.**

It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Linda Wells, Human Resources Generalist, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590.

7710 West Saginaw Highway • Lansing, Michigan 48917-9712

Phone: (517) 323-8590 • Fax: (517) 327-1703

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