

NOW HIRING

RECREATION PROGRAM COORDINATOR PART-TIME



The City of Cedar Falls is accepting application materials for a part-time **Recreation Program** Coordinator. The hourly starting rate will be \$29.726 and expected work hours will be 24-29 per week, to be determined with the selected candidate. The position is eligible for annual performance-based increases and part-time benefits, including pro-rated holidays, vacation, and sick leave, tuition reimbursement, bereavement, wellness, and retirement plans.

Duties will include overseeing, coordinating, and managing Recreation Center activities, programs, and special events within the Community Development department for continual improvement; preparing and monitoring social media, website and applications communications, social programming events, and facility marketing materials, including news releases, event schedules, and printed materials; hiring, supervising, and evaluating part-time and seasonal staff within assigned programs; and performing a variety of administrative and professional tasks in support of the Recreation & Community Programs Manager and assigned area of responsibility.

Two years of experience in recreation programs and services, high school diploma (or equivalent), and possession of, or ability to obtain, CPR and First Aid certifications. Candidates must have the ability to: learn specialized software for program registration, membership management, and point of sale transactions and computer applications for social media and web communications; operate office equipment including computers, phones, etc.; and interact with the public from diverse social and economic backgrounds. Strong organizational, communication skills and detail orientation preferred. Post-offer, pre-employment background, physical, and drug screen will be required for the selected candidate.

For consideration, apply online at www.cedarfalls.com/jobs (preferred) OR print and complete an application from the above link and email to jobs@cedarfalls.com or provide to Cedar Falls City Hall by mailing or delivering to: City of Cedar Falls, Finance & Business Operations Dept., Attn: PT Recreation Program Coordinator, 220 Clay Street, Cedar Falls, IA 50613.

A resume and proof of relevant certifications or licensures are also encouraged at the time of application. Deadline for materials is Monday, March 23rd at 12:00 p.m.



EQUAL OPPORTUNITY EMPLOYER