

VACANCY

PARKS & COMMUNITY CENTER COORDINATOR

CLOSING DATE: JANUARY 13, 2012 5:00PM

SALARY: \$35,504 ANNUALLY

Application must be completed

Assist in daily operations of community center, coordinate and develop new recreation programs, manage Farmers Market and assist with Parks & Recreation special events. This position will be responsible for performing inspections and evaluations of city-wide parks. This position will also include assisting with summer sports camps, managing pavilion rentals and organizing community volunteers. This position will fall under the direction of the Assistant Parks and Recreation Director.

Bachelor's degree in Parks and Recreation, Physical Education or related field and three years experience in athletic and recreation programming preferred.

Valid Oklahoma Class C driver's license with acceptable driving record is required.

First Aid and CPR certification or ability to obtain within first 6 months of employment is required.

Return all apps to 301 N. Broadway Moore, Ok
73160 EOE

POSTED: _____