

City of Meadows Place
RECREATION COORDINATOR

Job Title:	Recreation Coordinator
Department:	Parks & Recreation
Supervisor:	Parks Superintendent
Salary:	\$34,000 - \$38,000 DOQ
FLSA:	Full Time, Non-Exempt, Essential Personnel
Hours:	Monday – Friday 8:00 a.m. – 5:00 p.m.

Benefits: Excellent City benefits including medical/dental/vision, Life, Long-Term Disability, TMRS retirement 7% plus city matching, option to participate in a 457 Plan. Benefits also include longevity pay, paid vacation and sick time and 10 paid Holidays.

NATURE OF WORK:

The City is seeking a self-motivated and organized individual to manage the Discovery Nature Center, coordinate leisure classes, create and implement summer camp, hire and train summer staff, and support special events. This position includes a variety of tasks relating to the administrative function of the department. Reports directly to the Parks & Recreation Director.

ESSENTIAL JOB FUNCTIONS:

- Manages Discovery Nature Center keeping it clean and orderly
- Creates husbandry plans while maintaining cages and wellbeing of each animal at the Nature Center
- Coordinates and implements summer camp for grades 1 – 5
- Design marketing / media to promote programs using newsletter, website, Facebook and marquees
- Coordinates leisure programs, instructors, registration, and logistics
- Provides support at all special events
- Performs all other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES:

- Skills in effective oral and written communication.
- Strong organizational skills.
- Ability to work independently and carry out assignments to completion with minimum instruction and supervision.
- Ability to operate and care for standard office equipment such as copy and fax machines, calculators, multi-line telephones and personal computers.
- Computer proficiency with standard software such as MS Word, Excel and Outlook.

- Excellent customer service skills with co-workers, elected officials, and the public. Ability to communicate courteously and effectively in person, by telephone, and in writing.
- Ability to stand or sit for extended periods of time while operating standard office equipment, including computer keyboard and monitor, telephone, copier, and fax machine.

REQUIRED CERTIFICATIONS:

Texas Master Naturalist, National Incident Management, CPR / AED
(complete within 9 months of hire date)

EDUCATION AND EXPERIENCE:

Education: BS degree in Recreation, Education, Business, or related field. Applied field experience may be considered in lieu of education. Municipality experience a plus.

Required License: Valid Texas Driver's License in good standing required.

DEADLINE FOR SUBMISSION

Open until filled. Please complete a Meadows Place Application for Employment and email City Secretary at citysecretary@cityofmeadowsplace.org or deliver/mail to the City of Meadows Place, Attn: City Secretary, One Troyan Drive, Meadows Place, TX 77477.

An application can be found on the City of Meadows Place website at <https://cityofmeadowsplace.org/government/job-opportunities/>.