



RECREATION COORDINATOR POSITION AVAILABLE

Williston Parks & Recreation District is seeking an energetic and motivated **RECREATION COORDINATOR**. This position is a **FULLTIME**-benefitted position. Position will be required to perform a variety of professional and administrative work in planning, developing, scheduling, directing, promoting, and implementing a comprehensive year-round district-wide parks & recreation program to include: Youth & Adult Recreation Programs, Legion/Babe Ruth/Cal Ripken Baseball, Special Events, Tournaments, Raymond Family Community Center/Williston Area Recreation Center Programs, Family Programming and assist with other Park and Recreation Activities/Facilities. Positions will be responsible to assist the Assistant Director and Recreation Superintendent in the operation of all recreation programs of Williston Parks and Recreation District. Positions will develop and monitor, with management and supervisory staff, the operations of the District to provide and maintain a comprehensive municipal Parks and Recreation District.

Education/Experience:

Bachelor's Degree in Recreation/Sports Management or related field, or a combination of experience/education. Sufficient experience to understand the basic principles relevant to the major duties of the position. Current CPR Certification, or able to obtain within 6 months. Current Lifeguard Certification or able to obtain within 12 months.

Starting Salary Range: \$40,000-\$42,500 (Based on education and experience)

Benefits: Benefits will include the standard benefit package of the District
(Including Health Insurance, Vacation, Sick Leave, Retirement Plan)

References: Three (3) separate professional work-related references.

Applications available: Via US Mail, Email, www.willistonparks.com or Pick at the Williston Area Recreation Center (822 18th St E) Williston ND. Applications will be accepted via US Mail or Electronic Mail (e-mail).

Closing Date: Open Until Position is filled

Mail, email or drop off resume to:

Darin L. Krueger
Executive Director
Williston Parks and Recreation District
PO Box 1153
Williston, ND 58802
(701) 774-9773
darin@wprd.us

For a complete job description, go to www.willistonparks.com and click on job openings. EOE