

February 1, 2018

Position Announcement

Northville Parks and Recreation is recruiting for the following position:

TITLE: Recreation Coordinator – Seniors

Year round, Hourly, Part-time position, ave. 22-26 hrs/week. Annual hours will not exceed 1,560.

REPORTS TO: Senior Services Supervisor

SUMMARY OF

DUTIES: Under the direction of the Senior Services Supervisor, develops and oversees the Health & Wellness/Fitness program, and assists with the planning and organizing of enrichment, social, and lifelong learning programs and events within the Senior Services Division of the Parks and Recreation Department. Assists in the promotion, marketing, and advertising of the program; monitors program attendance and budgets, processes daily receipts and instructor invoices, and completes required reports. Supervises contractual and part-time employees.

REQUIREMENTS

EDUCATION: A High School Diploma or GED is required; an Associate's Degree or above in Health & Wellness/Fitness, Recreation, Geriatrics, or Education is desirable.

EXPERIENCE: Minimum of two years paid work experience in a Health & Wellness/Fitness, Recreation or Geriatric program setting. Supervisory experience is desirable.

SKILLS: Knowledge of program planning for Health & Wellness/Fitness, Recreation or Senior Services. Ability to supervise and organize staff. Proficient knowledge and skill in standard office equipment and software, including Microsoft Office applications (i.e. Word, Excel, Outlook, etc.). Ability to learn other specialized software for program registrations. Ability to accurately produce program participation and budget reports. Strong communication skills, ability to deal tactfully and courteously with the general public and with department team members. Ability to work independently.

COMPENSATION: Starting range: \$15.00 - \$17.00/hour, depending on qualifications.

CLOSING DATE: Open until filled.

Applications are available and should be submitted, along with resume and cover letter to:

Northville Parks and Recreation Department
700 W. Baseline Rd.
Northville, MI 48167

The most qualified candidates will then be evaluated on an oral interview. The successful candidate will be required to take and pass a pre-employment physical.

NORTHVILLE PARKS AND RECREATION IS AN EQUAL OPPORTUNITY EMPLOYER