



**Recreation Programs Specialist
Parks, Recreation and Cultural Arts Department**

The City of Gladstone is seeking a full time Recreation Programs Specialist to organize, plan and coordinate special events, program youth and adult sports activities, implement individual camps and classes and assist in marketing associated departmental services.

This position will assist in preparing promotional materials, give oral presentations, use recreation software program to register/organize activities, and hire, train and support part time/contractual staff to carry out the successful implementation of programs. Strong planning, organizational and the interpersonal skills required. Basic knowledge of youth and adult sport rules and regulations needed. Excellent computer software skills-MS Publisher, Word, Excel and recreation program software experience preferred.

Minimum of a Bachelor's Degree in Recreation Administration or related field with two years experience preferred. Must possess a valid driver's license and maintain an insurable driving record. Evening and weekend work schedule required.

Starting annualized salary: \$36,708

For consideration, please submit resume and application to:

**City of Gladstone, Human Resources
ATTN: RSHR
7010 N. Holmes Street
Gladstone, MO 64118**

The position will remain open until filled or a sufficient number of qualified applicants has been received.

We are a drug free workplace. EOE