

Recreation Coordinator

Type: Full Time Position

Pay: \$20.83

City of Raymore is looking for an innovative and energetic Recreation Coordinator to work under the direction of the Recreation Superintendent, in planning, organizing, coordinating, supervising, and implementing recreation programs and activities for the City of Raymore.

Responsibilities

Plans, implements, coordinates and directs youth camps, recreation programs and special events; develops program services and activities; schedules classes, events and programs; reserves facilities and schedules grounds use; oversees, coordinates and directs instructors, staff, and volunteers; provides information and direction as needed; instructs classes; sets up for special events; processes participant registrations; develops and implements policies and procedures for programs; manages programs in accordance with local, state and federal guidelines.

Experience and Education

Bachelor's degree in parks, recreation, tourism, or related field; supplemented by two (2) year(s) of progressively responsible experience in recreation programming or facilities management; or any equivalent combination of education, training, and experience.

Must possess and maintain a valid driver's license. Must possess and/or be able to earn and maintain the following certifications: First Aid/CPR/AED, Certified Parks and Recreation Professional, and preferred Certified Youth Sports Administrator.

Application Requirements

Resume and completed employment application should be submitted using the link below.

<https://www.raymore.com/work/find-city-jobs>

If a reasonable accommodation is necessary contact Human Resources at 100 Municipal Circle, Raymore, MO. 64083

Employee's must live within 35 miles of City Hall. The City of Raymore considers applicants for all positions regardless of gender, race, creed, color, religion, national origin, age, disability or sexual orientation.