



**The City of Des Peres is accepting applications for a full-time  
Recreation Specialist – Sports & Fitness  
Parks and Recreation Department**

**Position Summary:** The Des Peres Parks and Recreation Department is seeking a highly motivated and organized individual to serve as a Recreation Specialist – Sports & Fitness. The qualified candidate must have excellent communication skills and attention to detail. This candidate must be a team player who is versatile, takes initiative, multi-tasks and understands the importance of providing extraordinary customer service. This position reports to the Recreation Manager and Director of Parks and Recreation.

**Responsibilities:** Coordinates league play, camps, tournaments and clinics for a variety of sports. Assists in planning and implementation of recreation and sports programs. Maintains records and cost analysis of programs. Assists in developing department yearly budget. Daily supervision of facility activities includes the following: answers phones, responds to questions and provides information, resolves discrepancies, issues equipment, provides technical assistance to the public and community organizations, arranges meeting rooms and sets up equipment for programs. Assists in program registration to ensure proper placement and enrollment by age and skill levels. Prepares schedule for part-time staff. Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties. This includes assisting in other areas such as facility operations, aquatics and special events. Assists the staff in conducting special events and community activities. Attends meetings as requested. Assists in supervising fitness desk associates and preventative maintenance technicians in absence of Fitness Supervisor. Participates in the regular rotation as Supervisor on Duty of The Lodge one day per week, approximately one weekend per month and rotating holidays.

**Qualifications:**

Bachelor's degree in Parks, Recreation, Physical Education, Tourism, or other related field, plus two years of related work experience or other equivalent combination of education and experience. Certified in First Aid and CPR, or passage of certification within three months of hiring. Certified Parks and Recreation Professional preferred.

**Starting Salary Range: \$46,161 to \$61,355 DOQ**

**Send cover letter & resume to:**

Kim Johnson  
Administrative Assistant  
1050 Des Peres Road, Des Peres, Missouri 63131  
[KJohnson@desperesmo.org](mailto:KJohnson@desperesmo.org)