

**Park and Rec Director for Village of Palmyra  
Part Time**

The Village of Palmyra, an Equal Opportunity Employer, is seeking candidates for a part-time Park and Rec Director. This position will be approximately 15-20 hours per week.

The primary responsibility of the Park and Rec Director is to create and implement recreation programs for Palmyra Parks and Recreation Department.

- Programs must meet varied individual needs, interests and abilities.
- Will complete registration and organization of programs within time restraints. Coordinates activities of paid and volunteer recreation service personnel.
- Will work with other area Parks and Recreation departments for the purpose of coordinating sporting events and implementing new activities.
- Physical condition sufficient to allow for participation and practical instruction in youth & adult activities.
- Is responsible for coordinating volunteer coaches for various teams and running coaches' clinics as needed.
- Develops and promotes recreation programs on an ongoing basis.
- Introduces new program activities and equipment to the Recreation Committee and the public.
- Selects, plans and implements cultural arts programs, physical activities and special interest activities.
- Schedules of games and officials and sites for adult and youth sports.
- Schedules and run various tournaments throughout the year.
- Observes and evaluates programs and activities in person
- Organizes yearly fundraisers

Preferred qualifications include:

- Experience in a supervisory capacity for a municipal parks and recreation department.
- Knowledge of State regulations pertaining to recreational programs
- Must have a valid driver's license
- Certified in First Aid and C.P.R.

Application and job description are available in the Village Hall and on the Village's website  
[www.villageofpalmyra.com](http://www.villageofpalmyra.com)

**Send Cover letter and resume with three listed references to:**

Village of Palmyra, Attention Personnel Committee to: PO Box 380, Palmyra, WI 53156 or  
to: [clerk@vi.palmyra.wi.gov](mailto:clerk@vi.palmyra.wi.gov)

Due: Feb. 27, 2026