

**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

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

Due: Feb. 10, 2026