

JOIN OUR TEAM!

WE ARE HIRING



APPLY TO BE OUR :
**RECREATION
COORDINATOR**

JOB TITLE: RECREATION COORDINATOR

Annual Compensation: \$71,208 - \$91,848

Location: Johnston, IA

Closing Date: The position will remain open until filled, first round of application reviews will occur on August 1, 2024

Are you passionate about creating engaging recreational activities for youth, families, and seniors? Do you have a knack for event planning and community outreach? We want you on our team! As a Recreation Coordinator, you will develop, manage, and facilitate a variety of recreation activities. Your work will encompass outdoor adventures, health and wellness programs, and community outreach initiatives.

KEY RESPONSIBILITIES

- **Program Development:** Research, plan, and implement recreational and social activities, programs, and special events.
- **Senior Support:** Provide staff support to the Johnston Senior Board, coordinate senior-oriented programming, and work with the Polk County Senior Meal Center.
- **Community Liaison:** Coordinate cooperative efforts with the Johnston Community School District Community Education Department.
- **Event Management:** Take a key role in city-led special events such as Johnston Town Center events, Kites on the Green, Mayor's Run for the Trails, and Movies in the Yard.
- **Market Management:** Serve as the Market Manager for the Johnston Farmers Market, overseeing vendor selection, market rules, and day-to-day activities.
- **Facility Coordination:** Manage facility and room reservations, ensuring smooth operation and scheduling for various community spaces.
- **Record Keeping:** Maintain accurate records of activities, volunteer participation, program revenues, and other relevant data.
- **Staff Leadership:** Recruit, hire, train, and manage recreation program leaders, including contracted instructors and volunteers.
- **Health and Wellness:** Act as the Health and Wellness planner for City staff.
- **Community Engagement:** Encourage community participation and volunteer involvement in all programs and events.

IF YOU HAVE QUESTIONS CONTACT:

✉ dwilwerding@cityofjohnston.com

FOR MORE INFORMATION, VISIT:

🌐 www.cityofjohnston.com/jobs

RECREATION COORDINATOR

BENEFITS

City of Johnston offers generous employee benefits including, but not limited to:

- Dental & Vision Insurance
- Medical Insurance
- Flexible Spending Account (FSA) / Health Savings Account (HSA)
- Iowa Public Employees' Retirement System (IPERS)
- Paid time off
- 11 paid Federal holidays
- Tuition reimbursement and professional development
- Flexible schedule

QUALIFICATIONS

- Education: BS/BA degree in recreation or related field.
- Experience: Minimum of three years in recreation or health and wellness preferred.
- Skills: Proficient in Microsoft Office, excellent customer service, and strong organizational abilities. Ability to manage multiple deadlines and tasks with limited supervision.
- License: Valid Iowa driver's license required.

WHY JOIN US?

- Community Impact: Play a pivotal role in fostering a sense of belonging in our community.
- Dynamic Work Environment: Engage in a variety of programs and events that bring joy and wellness to our residents.
- Professional Growth: Opportunities for ongoing training and development.

READY TO MAKE A DIFFERENCE?

Apply today and be part of a team dedicated to enhancing the quality of life in Johnston through exceptional recreation and wellness programs. For more information and to apply, visit www.cityofjohnston.com/jobs.



YOGA BY THE LAKE



FARMERS MARKET



MOVIES IN THE YARD



MAYOR'S RUN FOR THE TRAILS

IF YOU HAVE QUESTIONS CONTACT:

✉ dwilwerding@cityofjohnston.com

FOR MORE INFORMATION, VISIT:

🌐 www.cityofjohnston.com/jobs