

**City of Carroll, IA  
Parks and Recreation Department  
Recreation Program Specialist**

The City of Carroll, Iowa is accepting applications for a full-time Recreation Program Specialist worker.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED PERFORMING ESSENTIAL FUNCTIONS:** Organizes and schedules a variety of seasonal recreation and leisure programs for all age groups such as baseball/softball, flag football, basketball, soccer and related activities; resolves conflicts regarding cancellations, scheduling and eligibility. Obtains coaches, officials, and other volunteers to provide instruction, direction and guidance in established programs and special events. Evaluates existing recreation and leisure programs as to effectiveness and participation; determines equipment and related operating needs; listens to ideas and suggestions from public, groups or other staff and businesses regarding program development activities. Promote the programs through an active community relations campaign. Arrange for advertising of programs, as needed, and maintain constant community engagement. Handle issues in a timely manner while attempting the highest level of customer acceptance and satisfaction. Provide support, advice and recommendations to the Recreation Superintendent and Director of Parks and Recreation and the department teams on a wide range of parks and recreation issues. Ensure the schedules and promotional materials are accurate, current and available to the appropriate staff and participants. Prepare and maintain recreation and leisure program records, statistics and reports as needed.

Completion of recognized four (4) year program preferably in recreation or physical education, or with two (2) year college program in job related curriculum and two (2) year comparable experience. First Aid/CPR and lifeguard training required or obtained in the first six (6) months of employment. Will be required to work some nights and weekends.

Salary range: \$17.59 - \$23.46/hour

Submit completed City of Carroll employment application and resume to:

**Mailing Address:**

City of Carroll  
112 E. 5<sup>th</sup> Street  
Carroll, Iowa 51401

**Physical Address:**

City Hall  
510 N Carroll Street Ste. 2  
Carroll, Iowa 51401

Attn: Jack Wardell, Director of Parks & Recreation

Ph. 712-792-1000

Email: [jwardell@cityofcarroll.com](mailto:jwardell@cityofcarroll.com)

Closing Date: November 23, 2018

Review of applications will begin immediately

The City of Carroll is an equal opportunity employer.