



## Greenville Area Recreation & Community Center

### **The Greenville Recreation Department Employment Opportunity Adult Recreation Programmer**

**Duties:** to assist with the planning and execution of the adult sports programs, train, recruit and retain officials and supervisors, organize and facilitate enrichment classes, assist with advertising, marketing, fundraising, scheduling, maintain fiscal accountability for all adult programs and assist with facility and equipment management. The position is under the direct supervision of the Recreation and Parks Director.

- **Skills Required:**
  - Commitment to the value of quality programs.
  - Ability to anticipate and perceive the types of activities that interest patrons.
  - Youth and/or adult group activity planning experience.
  - Ability to work collaboratively with fellow employees in a team-based environment.
  - Good verbal and written communication skills.
  - Ability to multi-task
  - Proficient in MS Word, Excel, MS Outlook, Publisher & Access
  - Flexible working schedule
- **Education:**
  - High School diploma required, college education preferred.
- **Hours:** 700 hours per year; flexible schedule, available for weeknight and/or weekends. Hours will fluctuate depending on the season program schedule.
- **Compensation:** \$10.00/hr
- **Resume/Applications accepted until positions filled;** priority given to applications received by **March 1, 2017.**

Applications are available at the Greenville Recreation Department, 900 E. Kent Rd., Greenville, MI 48838 or [click here](#). Email: [grec@greenvillemi.org](mailto:grec@greenvillemi.org). City of Greenville is an equal opportunity employer.