

**CITY OF COLUMBIA HEIGHTS  
EMPLOYMENT OPPORTUNITY  
OPEN COMPETITIVE**

Date: August 22, 2017

<b>POSITION:</b>	<b>RECREATION PROGRAM COORDINATOR</b>
<b>DUTIES:</b>	Assists the Recreation Director in the planning, development, organization, and direction of youth and adult recreation programs, activities, and special events. Is responsible for the supervision and evaluation of the youth and adult recreation programs and activities to ensure their smooth operation. Recruits, interviews, and recommends the hiring of umpires, coaches, instructors and seasonal staff. Prepares informational media to publicize youth and adult programs. Assists the Recreation Director with budget preparation and grant writing.
<b>REQUIRED QUALIFICATIONS:</b>	Bachelor's Degree in Recreation, Physical Education, or related field. One year experience in organizing, scheduling, and conducting youth and adult athletics and enrichment programs, activities, and special events.
<b>DESIRED QUALIFICATIONS:</b>	Two or more years' experience in organizing and conducting youth and adult athletics and enrichment programs, activities, and special events.
<b>HOURS:</b>	28 Hours per week; Primarily late afternoons and evenings with some weekend work, depending on program schedules
<b>WAGE:</b>	\$18.94 - \$23.61 per hour. This position is represented by the American Federation of State, County, and Municipal Employees union.
<b>APPLICATION PROCEDURE:</b>	Applications are available from the City Hall Information Window, on the City's website at <a href="http://www.columbiaheightsmn.gov">www.columbiaheightsmn.gov</a> , by e-mailing Nancy Becker at <a href="mailto:nbecker@columbiaheightsmn.gov">nbecker@columbiaheightsmn.gov</a> , or by calling 763-706-3606. To be considered for this position, a City application form MUST be completely filled out and returned to the HR Director / Assistant to the City Manager, 590 40th Avenue N.E., Columbia Heights, MN 55421 or <a href="mailto:kbourgeois@columbiaheightsmn.gov">kbourgeois@columbiaheightsmn.gov</a> . Position is open until filled with priority given to applications received by 4:30 p.m., Monday, September 11, 2017. Applicants may submit any other data they feel is pertinent to their consideration. Resumes will be accepted in addition to, but not in lieu of, a City application.
<b>SELECTION PROCEDURE:</b>	Applicants will be evaluated on the following criteria: Experience & Training Rating .....50% Oral Interview .....50%
<b>CLOSING DATE:</b>	Position is open until filled with priority given to applications received by 4:30 p.m., Monday, September 11, 2017.

**--AN EQUAL OPPORTUNITY EMPLOYER--  
M/F/V/H**

**THE CITY OF COLUMBIA HEIGHTS DOES NOT DISCRIMINATE ON THE  
BASIS OF DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES**