

**THE CITY OF SALISBURY**  
HUMAN RESOURCES DEPARTMENT  
City Office Building  
132 North Main Street, 2<sup>nd</sup> Floor  
P. O. Box 479  
Salisbury, NC 28144



## **EMPLOYMENT OPPORTUNITIES**

### **Recreation Coordinator**

*Your Career, Your Community*

As a Recreation Coordinator in the City of Salisbury, you can make a difference! The Parks & Recreation Department is seeking motivated candidates who will perform difficult technical work planning and supervising recreation programs and scheduling programs and events. Main duties include but are not limited to: planning, developing, organizing and supervising a diverse mix of recreation and athletic programs and services as well as supervision of designated facilities; coordinating the scheduling of staff and volunteers to meet facility and program needs; completing contracts with individuals, organizations and businesses for events and activities; and conducting inventories and ordering equipment. Join our team for a rewarding career!

#### **Minimum Requirements:**

- Bachelor's degree with coursework in recreation, physical education, or related field and moderate experience in recreation program planning and implementation, or equivalent combination of education and experience. Master's degree a plus.
- Must have a valid NC Driver's License
- Excellent customer service skills required
- Minimum of 1-3 years Parks & Recreation work experience
- CPRP certification a plus

**Closing Date: April 25, 2016**  
**Pay range: \$37,731.77 - \$49,051.31**

**Please apply online at [www.salisburync.gov/hr](http://www.salisburync.gov/hr)**

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2<sup>nd</sup> Floor. Phone: (704)638-5217.

**The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.**

**The City of Salisbury is a Drug Free Workplace**  
**Job Opportunities Hotline: (704) 638-5355**