

Job Announcement  
Recreation Coordinator  
July 2017

The Hutchinson Recreation Commission is seeking qualified applicants for the position of Recreation Coordinator. Under the direction of the Superintendent of Recreation & Sports this position's primary responsibility is for the development and implementation of a diversified offering of youth/adult enrichment, art, culture, camp, and adaptive programs and events.

Essential job functions include: research and development of new programs and events, expanding our offerings in all program areas; recruitment, training, scheduling and supervision of paid staff and volunteers; establish clear channels of communication that is courteous and effective with participants, parents, and partner agencies; assist with service level and cost recovery analysis of all assigned programs and events.

Qualifications for this position include a Bachelor's Degree and three years of increasingly responsible experience in the fields of/closely related to Parks & Recreation or Therapeutic Recreation. Ability to organize and execute work independently, at times under the pressure of time-sensitive deadlines.

This position reports directly to the Superintendent of Recreation & Sports.

Position is open until filled.

Please send cover letter and resume to:  
Hutchinson Recreation Commission  
Attn: Recreation Coordinator  
17 E. 1<sup>st</sup> Ave  
Hutchinson, KS 67501

Starting salary range is \$41,686 to \$45,000 annually with benefits, including health insurance, vacation/sick leave and retirement plan.