



City of Greenville Job Opening Notice

TO: ALL INTERESTED APPLICANTS

FROM: HUMAN RESOURCES DEPARTMENT

RE: NOTICE OF JOB OPENING

DATE: JANUARY 30, 2024

Applications are now being accepted for the position of:

RECREATION COORDINATOR

Will organize, plan, supervise, and provide assigned recreational and special event services for the citizens of Greenville; monitor program site facilities; and plan, organize and implement activities for year-round recreational programming and special events for all ages and abilities. Ensure compliance with all applicable policies, procedures, regulations, and quality and safety standards. Reports to the Recreation Manager.

MINIMUM TRAINING AND EXPERIENCE

Requires a bachelor's degree in parks, recreation, and sports management, business, or public administration; or related field supplemented by three years of progressively responsible administrative experience, preferably in the recreation and leisure industry; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

Pay Rate: DOQ SIGN ON BONUS: \$1,000.00 SPLIT

Hours: Full Time Position. 40 hours per week

To apply, you must submit a City of Greenville/GEUS application form. Resumes only may be submitted as an addendum to the official application form. Apply at the City of Greenville Human Resource Office located at 2821 Washington Street, by U.S. Mail to P.O. Box 1049, Greenville, Texas 75403, through E-Mail to: jobapps@ci.greenville.tx.us Application forms are available on the City's Website at: www.ci.greenville.tx.us (903) 457-3118 or for TDD (903) 457-3128.

Closing Date: Open until filled