City of CARROLL IOWA

THE REC
CARROLL RECREATION CENTER



WE'RE HIRING!

RECREATION PROGRAM SPECIALIST

CITY OF CARROLL | PARKS & RECREATION

Are you passionate about recreation, community, and making a difference?

The City of Carroll Parks & Recreation Department is looking for a motivated and organized individual to plan, coordinate and implement a variety of recreation programs for all age groups.

$23.478 – $30.892 per hour
Based on experience.

FULL-TIME POSITION
Some nights and weekends as needed.

MAKE A DIFFERENCE
Help people of all ages stay active and connected in our community.

KEY RESPONSIBILITIES

- Plan, organize and implement seasonal recreation and leisure programs for all age groups (youth, adult and family programs such as sports leagues, clinics and special events).
- Recruit, coordinate and support coaches, officials and volunteers.
- Schedule facilities, including shelter houses and room rentals; collect fees and maintain program records.
- Evaluate existing programs and develop new opportunities based on community needs.
- Resolve scheduling and eligibility questions related to programs, registrations and facility use.
- Perform general office duties and assist with daily operations at the Recreation Center and related facilities.
- Provide excellent customer service to participants, parents, volunteers and the public.

QUALIFICATIONS

- Bachelor's degree in recreation, physical education or a related field, OR an associate degree with relevant experience, OR a combination of education and experience.
- Experience with recreational programming, sports or related activities preferred.
- Strong organizational, communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Valid driver's license.

WORK ENVIRONMENT

- Full-time position, typically Monday–Friday with some nights and weekends as needed.
- Work includes indoor and outdoor settings, program sites and community facilities.

HOW TO APPLY

Submit a completed City of Carroll employment application, cover letter and resume to:

City Hall
627 N Adams St., Carroll, IA 51401

ctiemeyer@cityfcarroll.com

712-792-1000

Applications are also available at ***www.cityofcarroll.com****.*

The City of Carroll is an Equal Opportunity Employer.