

# NOTICE OF JOB OPENING

<b>Posting Begins</b>	October 7, 2021	<b>Posting Ends</b>	November 3, 2021
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<b>Position Title</b>	<b>RECREATION SPECIALIST</b>
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<b>Department</b>	Parks and Recreation	<b>Division</b>	
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Armourdale Community Center (subject to change) Monday through Friday 2:00 pm-9:00 pm and Saturday 9:00 am-2:00pm
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**BRIEF JOB DESCRIPTION:** Incumbent is responsible for planning and coordinating youth and adult recreation programs. Duties include: planning, organizing and promoting recreational activities; organizing leagues; recruiting and scheduling coaches, officials scorekeepers; monitoring activities at recreation center, play areas and sports facilities; overseeing maintenance of facilities and equipment; maintaining effective working relationships with staff and public; and, preparing timesheets and payroll for instructors, officials and scorekeepers.

**MINIMUM QUALIFICATIONS:** High School Diploma/GED and one-year related recreation work experience; or any equivalent or experience sufficient to successfully perform the essential duties of the job such as those listed.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$14.06 - \$17.90/hr.	<b>PI #</b>	2716	<b>Class. Code</b>	3102
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**Ext 10/21/2021**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.**

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY**  
*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*

EOE