

JOB OPENING

JOB TITLE	Recreation Programmer
POSTING DATE	January 06, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/Recreation
LOCATION	The Hawk Community Center
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Part-Time, Regular
START DATE & WORK SCHEDULE	ASAP 30-40 hours per week on a schedule agreed upon between the applicant and the Recreation Superintendent. Must be able to work a consistent schedule but be flexible when necessary. Includes some evenings and weekends.
PAY RATE	\$19.00 - \$22.50 per hour
PREVIOUS WORK EXPERIENCE	One year of experience or more in recreation programming, management, communications, and events is preferred.
EDUCATION:	Bachelor's degree in Recreation Administration, related field, or equivalent work experience preferred.
SPECIAL SKILLS & TRAINING	Excellent oral and written skills. Must be able to communicate effectively with the public and other employees. Knowledge of and proficiency with computers and software such as Word and Excel. Outstanding customer service for extensive contact with the public. Experience using RecTrac or similar recreation program software preferred.
BASIC RESPONSIBILITIES	Plan, organize, and implement a variety of sports, recreation and event programming for all ages of citizens in the community. Will coordinate and direct part-time seasonal staff and volunteers. Will prepare budgets for areas of program responsibility. Required to coordinate and reserve facilities for programs. Assist in purchasing, preparing requisitions, and approving invoices.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest to Human Resources.

EQUAL OPPORTUNITY EMPLOYER