
WEB JOB POSTING

RECREATION PROGRAM COORDINATOR

RESPONSIBILITIES:

The City of Tullahoma is accepting applications for the position of Program Coordinator which reports to the Recreation Superintendent. This position develops, promotes and implements recreation events and programs. Responsibilities include determining recreational interests of the community, compiling reports on program performance, designing promotional campaigns, and maintaining program documentation. The Program Coordinator supervises and directs volunteer staff and temporary program instructors.

REQUIREMENTS:

High school diploma or GED required with a college degree preferred. Relevant work experience, supervisory experience and computer skills required.

BENEFITS:

This is a full-time position with an hourly rate of \$13.43 - \$13.93. Work hours are from 9:00am – 6:00pm and some weekends.

RECRUITMENT:

Individuals interested in applying for this position can:

- Application available on-line at www.tullahomatan.gov . Complete and return to the Human Resources Department at City Hall, 201 W. Grundy St., Tullahoma via delivery, mail or fax 931-455-2782.
- Complete an application at Tullahoma Career Center
111 E. Lincoln Street, Tullahoma, TN 37388
- Mail a resume to:
City of Tullahoma, Attn: HR Department
P.O. Box 807, Tullahoma, TN 37388

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

Posted: January 10, 2014

Closes: January 31, 2014