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# WEB JOB POSTING

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## RECREATION PROGRAM COORDINATOR

### RESPONSIBILITIES:

The City of Tullahoma is accepting applications for the position of Program Coordinator which reports to the Recreation Program Manager. This position develops, promotes and implements recreation events and programs with input and oversight provided by the Program Manager. 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 benefits and an hourly rate between \$13.83 - \$14.34. Work hours are from 9:00am – 6:00pm and some weekends.

### RECRUITMENT:

Individuals interested in applying for this position can complete the application available on-line at [www.tullahomatn.gov](http://www.tullahomatn.gov) or complete an application at City Hall. The application or resume can be submitted by:

**Mail:** City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

**Email:** [cbrice@tullahomatn.gov](mailto:cbrice@tullahomatn.gov)

**Fax:** 931-455-2782

**Deliver:** City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN

*The City of Tullahoma is an equal opportunity employer.*

**Posted:** July 17, 2015

**Closes:** August 4, 2015