



RECREATION SUPERVISOR

City of Two Rivers Park and Recreation Department

Position reports to the Parks and Recreation Director. Responsible for analyzing community and group recreation needs, selecting and adapting programs to meet those needs, procuring the materials and resources necessary for implementing recreation programs and making the most effective use of facilities, staff and contractors.

The Recreation Supervisor is responsible for the development, planning, coordinating, supervision and evaluation of community recreation programs occurring at various community recreation facilities.

Candidates must be able to communicate clearly and effectively, both orally and in writing, coordinate and direct recreation and athletic programs; prepare concise reports. Must have knowledge in preparing budgets. Ability to work independently and exercise good judgement in the application of department policies and procedures in developing and administering recreation programs.

Must possess a valid Wisconsin Motor Vehicle Operators License. Starting Pay Range \$17.46 to \$18.52 per hour, depending on qualifications.

The City of Two Rivers offers an excellent benefit package including Wisconsin Retirement, comprehensive health and life insurance. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

To receive a complete position description, please contact Kim Graves at (920) 793-5526 or send an email to kgraves@two-rivers.org. Interested candidates should send a detailed letter of interest, resume and completed application by October 26, 2018, to:

Kim Graves
City of Two Rivers
Human Resources Manager
Post Office Box 87
Two Rivers, WI 54241-0087