The City of New Brighton is hiring a Recreation Coordinator for its newly re-organized department to specialize in Youth, Family, and Senior programming. For the Full job description and to apply: https://www.newbrightonmn.gov/departments/administration/job-openings/#1554844844998-590367bf-dfa1

Job Title: Recreation Coordinator – Youth and Family
Opening: June 11, 2019
Closing: June 26, 2019
Hours: Fulltime, Monday - Friday
Salary: Full Salary range is $22.13 – $27.68 per hour along with excellent benefit package
Job Type: Parks & Recreation / New Brighton Community Center
City Name: New Brighton

Anticipated Interview Dates:
First Round – Week of July 8
Second Round – Week of July 15

Position Summary:
The Recreation Coordinator plans and organizes City sponsored enrichment, educational, inclusive/adaptive and supportive programs for all ages. The primary position responsibilities and areas of impact are Summer Childcare, such as Ed-Ventures and playgrounds, senior programming, enrichment programs like dance, gymnastics, art and skating, and the adaptive recreation program.

Selection Criteria to Qualify for This Position:

Minimum Requirements:

- Bachelor's degree in Parks and Recreation Administration or closely-related field
- Minimum of one-year experience coordinating programs and/or a recreation facility of comparable size and complexity
- Valid Driver’s License
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Must be able to handle multiple demands or projects
- Excellent planning, organizing, implementation, communication, attention to detail and evaluation skills
- First Aid and CPR/AED certification (must obtain within 6 months of hire)

Desired Requirements
• Additional years’ experience coordinating programs or a recreation facility.
• Experience in coordinating adaptive or inclusive programming.
• Experience in coordinating senior programming.
• Experience using recreation management software.
• CPRP designation

Or,

• Such alternatives to the above qualifications as the City may find appropriate and acceptable.