

## **CITY OF HONDO JOB OPPORTUNITY**

### **RECREATION COORDINATOR**

The City of Hondo is seeking a professional to administer the operation of the Recreation Department. This individual will be responsible to manage, coordinate and promote City recreation center programs. This is accomplished by supervising the day-to-day operations of recreation programs, coordinating support staff, interacting with program participants, developing schedules, promoting and planning events and ensuring the upkeep of the recreation center and swimming pool. The coordinator develops and administers a financial budget, advises and consults with various community based groups and sports leagues, and performs related work as required.

This position reports to the city manager, or his designee, and demands leadership, planning, organizational and supervisory experience. Requires a flexible schedule. Two year associate's degree and three years related experience and/or training in Parks and Recreation, Physical Education or related field; or the equivalent combination of education and experience preferred. Valid Texas driver's license with acceptable driving record is required. Ability to obtain First Aid, CPR, Certified Pool Operator and Lifeguard Certificates within the first six months of employment may be required.

The City of Hondo offers a competitive salary and an excellent benefits package. Interested applicants may obtain an application at City Hall, 1600 Avenue M, Hondo, Texas 78861 or by contacting the Personnel Office at (830) 426-3378 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Position is open until filled. The City of Hondo is an Equal Opportunity Employer.