



Mooresville Park & Recreation Coordinator

The Mooresville Park & Recreation District is seeking a highly creative and self-motivated Recreation Coordinator whose main focus is overseeing the Before & After School Program, School Age Summer Camps, and additional programming needs. This position is solely funded by the REC&U program.

Responsibilities

- Front line supervision, planning and training of youth program staff
- Responsible for direct administration of all operations related to school aged recreation programming including organization, marketing, staffing, scheduling and supervision
- Responsible for front-line supervision, hiring and training of Before and After School program at 5 elementary schools
- Assist with planning, implementing and supervising two school aged summer camps.
- Manage, organize and lead the day-to-day activities, field trips and special programs
- Assists with evaluation of programs, and department planning including community needs.
- Interact and communicate in a positive, professional manner with team, students and public
- Works directly and in coordination with Mooresville Consolidated School Corporation students, staff and administration
- Assists with developing partnerships with community and special interest groups.
- Assist with special events in the parks such as July 4 Fireworks, Old Settlers Festival, Halloween Hike, etc.
- Other duties as assigned

Qualifications

- Bachelor's Degree from an accredited college or university with major course work in parks and recreation, physical education or related field, or equivalent combination of education and experience.
- 1-3 years or more of recreation programming experience
- Flexibility to work early mornings, evenings, weekends and/or holidays as needed
- Ability to handle various programs at one time, multi-task and prioritize
- Must have or obtain within 60 days of hire: First Aid and CPR
- Must pass drug screen and background checks and possess valid driver's license and good driving record as a condition of employment.

About Mooresville Park & Recreation

Mooresville Park & Recreation District is located in the Town of Mooresville, Indiana and also includes the Brown Township area. There are 200 acres of parks with the largest being Pioneer Park. Mooresville, located 10 miles southwest of Indianapolis, is a town located in the heartland of American that combines a small town atmosphere with the benefits of a big city.

Salary & Benefits

\$38,000 salary; plus a comprehensive benefits package including health insurance, dental insurance, retirement plan, life and long-term disability insurance, paid holidays, vacation and sick leave, staff shirts, and department issued cell-phone.

To apply

Please submit a cover letter, resume and list of references to Kris Wilson, Assistant Superintendent, Mooresville Park & Recreation District, 1101 N Indianapolis Road, Mooresville, IN 46158 or electronically to kwilson@mooresvillepark.com with Subject "Recreation Coordinator Position". Review of applications will begin immediately.