

CITY OF SOUTHFIELD PARKS AND RECREATION
JOB OPPORTUNITY ANNOUNCEMENT

JOB TITLE: Mobile Recreation Coordinator

CLASSIFICATION: Non-Career/Seasonal

PAY RATE: Starting at \$12.00

WORK SCHEDULE: Not more than 20 hours weekly; flexible schedule/mornings, evenings and weekends

JOB DUTIES:

- Plan, conduct and assist with a variety of recreational activities, games, crafts, and nature programs for children 5-13 years old, in the City of Southfield parks.
- Drive city vehicle with equipment and supplies to City of Southfield parks.
- Maintain and order equipment and supplies.
- Supervise other Mobile Recreation staff.

JOB REQUIREMENTS:

- Must be able to work well with the public and be customer friendly.
- Must enjoy being outside.
- Must work within a budget.
- Must be 18 years old or high school graduate with a valid driver license.
- Organized, creative, energetic and plan ahead.
- Experience with arts & crafts, nature activities, sports and games helpful.
- Supervisory experience preferred.
- 2 years of previous work experience.

Applicants will be invited to further participate in the selection process once a criminal history background check has been cleared. Applications can be downloaded from the City of Southfield's web site at www.cityofsouthfield.com, printed, and submitted once completed to: City of Southfield Parks and Recreation Department, 26000 Evergreen Road, Southfield, MI 48076, 248 796-4200

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

caf /01/27/2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.