



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: March 23, 2012
Close: Until Filled

JOB POSTING
Recreation Program Coordinator
Full Time
Monthly Salary \$3,252

JOB SUMMARY:

Develops and coordinates activities of public recreation programs, activities, camps and special events.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Supervisory experience to include interviewing, hiring and training, as well as, planning, assigning and directing work.
- Ability to write performance appraisals and disciplinary documents.
- Customer service experience in handling complaints and problems.
- A valid Texas Driver's License
- Must be able to lift and/or move up to 50 pounds.

SKILLS AND EXPERIENCE:

- Knowledge of computer training, application of statistical technique and organization of recreational activities.
- Ability to develop and promote public recreation programs, activities and special events including, but not limited to, arts, crafts, cultural arts, nature study, social recreation, cooking, games, after school activities, fitness, day camps and center based special events.
- Experience in maintaining records of program activities, awards, equipment, inventory, and expenses.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Certified Leisure Associate Certification desired.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on-line on our web site @ www.bedfordtx.gov.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer