

WPRA Website Job Posting

Assistant Recreation Supervisor

Milwaukee Public Schools Recreation Division, Milwaukee, WI

Job Description: The Assistant Recreation Supervisor is responsible for the development, implementation and supervision of recreation activities for children, youth, adults and seniors at the assigned community centers. Weekly schedule includes evenings and weekends to meet program needs. The successful candidate should be creative, self-motivated, enthusiastic, and team-oriented with exceptional program planning, organization, public relations, collaboration, budgeting, supervisory, and evaluation skills. Additionally, the ideal candidate is proactive, progressive, and customer oriented.

Qualifications:

- Bachelor's degree from an accredited college or university in recreation, education or a related field.
- Three (3) years of experience in planning and implementing recreation programs.
- Proficient in Microsoft Word, Excel and Power Point.
- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of Wisconsin.
- Properly insured vehicle for job-related travel.

Salary Range: \$46,562 - \$67,517

Apply to:

A resume and three (3) letters of recommendation (not more than one (1) year old), must be attached to the completed application. Each letter must be signed by its author.

APPLY ONLINE FOR JOB OPENING #27702. For further information call Yovira Moroney, Human Resource Coordinator – Office of Certificated Staffing at (414) 475-8224 or email at moroneym@milwaukee.k12.wi.us.

Closing Date: 5:00 p.m. on Friday, August 27, 2010