



VACANCY ANNOUNCEMENT

Job Title: Recreation Specialist
Open Date: June 17, 2020
Closing Date: open till filled
Salary: \$9.38/hour
Job Type: 4 vacancies
Part-time (no more than 29 hours per week) with no benefits
Department: Parks & Recreation – The Station at Central Park

JOB SUMMARY

Monitor activity at various Parks and Recreation facilities, including The Station at Central Park; supervise the gym for sports leagues and open play; set up meeting rooms for rentals or special events; help with volunteer programs and special events; occasional custodial duties; general clerical duties in support of the Parks and Recreation Department; answer telephones and provide assistance to the general public, City staff, and City officials.

Education and Experience:

Education:

Completion of high school or equivalent (including GED).

Experience:

None required

License or Certifications:

Possession of, or ability to obtain, valid Oklahoma driver's license may be required

ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:

<https://www.cityofmoore.com/departments/jobs>

For additional information regarding this position including duties and responsibilities, and how to submit an application, please visit <https://www.cityofmoore.com/departments/jobs>.

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