

# **JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE**

## **Parks and Recreation Coordinator (Full-Time)**

**JOB DESCRIPTION:** Under direct supervision, this position performs various tasks in all areas of Parks & Recreation; performs related duties as required. This position is responsible for the administration of various recreational, wellness and quality-of-life activities in the Parks & Recreation Department. This individual will plan, develop, promote, execute, and evaluate special events and recreational programs for all ages. This also includes management of the city pool. A significant responsibility is building community partnerships necessary for the growth and development of events/activities that provide for improved quality of life for residents and visitors. This position will involve some independent judgment and recruitment of volunteers. Other duties as assigned.

## **QUALIFICATIONS/REQUIREMENTS:**

**EQUIPMENT:** Operates computer, printer, copy machine, telephones, etc. Drives city vehicle when necessary.

**KNOWLEDGE, SKILLS, ABILITIES:** High school degree or higher. Must have outstanding customer service skills, the ability to deal with diverse age groups, the ability to read and interpret documents, a working knowledge of public relations, the ability to express ideas clearly in oral and written form, ability to speak effectively before various groups, and the ability to maintain effective working relationships with employees, volunteers, vendors, sponsors, the general public, and other agencies. Ability to work flexible hours and holidays as needed. Must be able to acquire First Aid/CPR/AED Certifications within six months. Must have the computer/software skills necessary to promote parks and recreation activities via social media, e-marketing, graphic design, flyers, etc.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Ability to sit, stand or walk for long periods of time in an indoor or outdoor environment.

**SALARY:** D.O.Q. The City of Eagle Lake provides exceptional medical coverage - employer paid health, dental, vision, life/ADD. TMRS Retirement: Employee contribution 6%, City match 2:1, 5-year vesting. Vacation accrual and holiday leave are provided in accordance with current Personnel Policies and FLSA.

**APPLICATION DEADLINE:** Open until filled. Applications are available at City Hall, 100 E. Main or online at <https://www.coeltx.net>. Completed application can be submitted in person or by mail to City of Eagle Lake, P.O. Box 38, Eagle Lake, TX 77434. Random drug testing; EOE.

**CONTACT:** Melissa A. Landín, City Manager. Email: [citymanager@coeltx.net](mailto:citymanager@coeltx.net)

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

*The City of Eagle Lake is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, gender, color, religion, national origin, age, disability, sexual orientation, or gender identity.*

*The City of Eagle provides reasonable accommodations to applicants with disabilities on a case-by-case basis.*

*If you need a reasonable accommodation for any part of the application or hiring process, please contact the City of Eagle Lake at (979) 234-2640.*

**POSTED: 8-8-2022**