



EMPLOYMENT OPPORTUNITY: Recreation Guest Services Programmer



SUMMARY: City of Wylie (pop, 44,000) seeks a Recreation Programmer for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW and received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November 2011.

SALARY: \$16.89 minimum per hour
FULL-TIME: Yes

JOB SUMMARY:

Under the general supervision of the assigned Recreation Supervisor, works in partnership with others to deliver effective and innovative recreation services. The Employee provides safe, healthy, and entertaining services to the guests at assigned facility. The ideal candidate has a proven record of working with public recreational programs. Job functions are accomplished by planning, promoting, developing, coordinating, and supervising recreation activities for all ages and abilities. The Recreation Programmer monitors finances, supervises part-time staff, and oversees general operations of assigned areas.

The Recreation Guest Services Programmer serves as office manager, directly oversees the front desk and childcare areas, supervises part-time staff at Wylie Recreation Center, and is highly focused on customer service. The ideal candidate is happy, energetic, organized, and friendly with hospitality, customer service, and staff supervision experience. **Must be able to work evening, weekday, peak hours.**

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Over one year; up to and including three years of experience. Knowledge of the philosophy and techniques of recreation programming, equipment and supplies standard to recreation programs. Work requires knowledge of a specific vocational, administrative or technical nature obtained with a bachelor's degree. Major course work in parks and recreation or related field. CPR, First Aid, and AED within six months of hire; Valid Driver's License.

TO APPLY: Please submit an application and resume, if a resume is available. Visit our website at www.wylietexas.gov to print an application. Mail or hand deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: jobs@wylietexas.gov If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.