



*"Creating community through People, Parks, & Programs"*

## **We Are Hiring!**

### **Description:**

Danville Parks and Recreation Department is seeking a motivated program and sports oriented person to join our team. The primary focus of this position will be to assist the Danville Parks and Recreation Department in variety of areas such as events, sports and the operations of the DAC. This Recreation Coordinator will help our organization expand its recreational opportunities to the Danville community.

The Recreation Coordinator will become familiar with our facilities including Danville Athletic Club, aquatic center, 6 sports fields, multiple shelters, pickleball and tennis courts, Amphitheater, and several playgrounds. We will provide vast opportunities to expand collaborating skills through Danville Parks and Recreation Department staff which includes six full-time employees, 6 part-time and 33 seasonal employees. The Recreation Coordinator will be able to gain hands on exposure to the many facets involved with management and programming involved in the field of sports and recreation field. This position is part-time with a weekly max of 29 hours. The Recreation Coordinator will be stationed at the DAC but will be staffing a majority of our recreation and sports events that happen on the nights and weekends. Schedule flexibility is a must!

### **Qualifications:**

The ideal candidate would be a college student or recent graduate that has a general interest in sports, events or parks and recreation. Candidates also must pass a background check before start date.

### **Application Requirements:**

- Cover letter
- Resume
- Application

Please note, upon being selected, a background check and a valid Driver's License will be required. Employment Application is available online at [www.danvilleindiana.org/parks](http://www.danvilleindiana.org/parks) under Employment Opportunities.

Danville Parks & Recreation is an Equal Opportunity Employer.

### **Please submit all required documents in one packet to:**

Will Lacey

Park Director

Danville Parks & Recreation Department

49 N. Wayne St.

Danville, IN 46122

[wlacey@danvilleindiana.org](mailto:wlacey@danvilleindiana.org)