



**City of Rolla - Parks Department  
Job Announcement**

**RECREATION LEAD**

Rolla Parks and Recreation Department

**GRADE CLASSIFICATION:** OC 11-31 Range (\$16.00-\$18.00)

**SHIFT AVAILABLE:** Days, evenings & weekends

**FLSA:** Part-Time, Non-Exempt

***DESCRIPTION OF DUTIES:***

Responsible for assisting with the management of various recreation programs including sports activities, day camps, arts & crafts, etc.) Aid in the establishment of goals and objectives of assigned programs. Report directly to Recreation Manager as well as other management staff. Conduct evaluation of recreation programs. Other duties as assigned.

***EDUCATION:***

High school diploma or equivalent preferred. Training in recreation and/or education a plus.

***SPECIAL QUALIFICATIONS:***

Must be organized, flexible, and energetic. Experience supervising and instructing children preferred. Must demonstrate good interpersonal skills. Experience with assigned activities is needed. Applicants must be a minimum of 15 years of age.

***PHYSICAL DEMANDS:***

Employee is frequently required to walk, sit, talk, and hear. Occasionally use hands, handle or feel objects, tools or controls; and reach with hands and arms. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Mopping, cleaning, and use of protective apparel.

***APPLICATION DEADLINE:***

Open until filled. Application forms and full position descriptions are available at the Rolla Parks and Recreation Office, located at 901 N Elm Suite 306. Interested individuals may also apply on-line at <http://www.rollacity.org/info/employment.shtml>.

**AN EQUAL OPPORTUNITY EMPLOYER  
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS**