



Part-Time Recreation Specialist

Williams Bay Recreation Department

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Job Title: Part-Time Recreation Specialist

Location: Williams Bay Recreation Department, Williams Bay, Southern Wisconsin

About Us: The Williams Bay Recreation Department proudly serves a vibrant community of over 3,000 residents nestled in the picturesque surroundings of southern Wisconsin, just 50 miles south of Milwaukee on the shores of Lake Geneva. We are committed to providing year-round recreational and leisure opportunities for individuals of all ages and abilities, fostering community engagement and wellness.

Position Overview: We are currently seeking a dedicated and dynamic individual to join our team as a Part-Time Recreation Specialist. The Recreation Specialist will play a vital role in assisting with the development, coordination, and execution of diverse recreational programs and activities for our community members.

Responsibilities:

- Assist in the planning, coordination, and execution of recreational programs and events for individuals of all ages and abilities, including but not limited to sports leagues, fitness classes, arts and crafts workshops, cultural events, and outdoor activities.
- Collaborate with team members to recruit, train, and support staff, instructors, and volunteers in delivering high-quality program experiences.
- Provide support in managing program budgets, including tracking expenses, exploring funding opportunities, and maximizing resources to achieve program objectives.
- Assist in evaluating program effectiveness and participant feedback to identify areas for improvement and innovation.
- Contribute to maintaining accurate records and reports related to program attendance, finances, and outcomes.
- Support marketing and promotion efforts to increase program participation and community awareness.
- Assist in ensuring compliance with relevant regulations, policies, and safety standards.

Qualifications:

- High school diploma or equivalent (Bachelor's degree preferred but not required).
- Previous experience working in a recreational setting or related field is a plus, but not mandatory.
- Strong organizational and time management skills, with the ability to learn and adapt quickly.
- Excellent communication and interpersonal skills, with the willingness to engage with diverse populations.
- Demonstrated ability to work effectively in a team environment.
- CPR and First Aid certification preferred (or willingness to obtain upon hire).
- Valid driver's license and reliable transportation.

Benefits:

- Competitive hourly wage commensurate with experience.
- Professional development opportunities to enhance skills and advance career growth.
- Opportunity to make a positive impact in a close-knit community and contribute to the health and well-being of residents.

How to Apply: Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to rec@vi.williamsbay.wi.gov. Applications will be reviewed on a rolling basis until the position is filled.

The Williams Bay Recreation Department is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from underrepresented backgrounds to apply.