NOTICE OF JOB OPENING

PARKS & RECREATION ASSISTANT

The City of Walker is looking for a Parks & Recreation Assistant for the Walker Ice & Fitness Center who will be responsible for assisting in the planning and organizing of the City's recreational programs including youth soccer, adult softball leagues, and other programs offered through the Ice & Fitness Center. This position assists in organizing various recreational sports programs and special events, training coaches and officials, scheduling support staff, inventory control, scheduling park and pavilion rentals, updating and maintaining software program and departmental records, and preparing social media and marketing content.

Education, Experience & Other Requirements

Candidates must have a high school diploma and previous experience assisting with recreation programs; soccer knowledge and experience preferred. Candidates should also maintain a valid Michigan Driver's License for travel between parks and recreation facilities and be CPR and Emergency First Aid certified throughout employment. This position requires working evenings and weekends during events and seasonal programs. Successful applicants will also have strong oral communication skills, exemplary customer service skills, be detail-oriented, and the ability to exercise good judgment and problem-solving.

Salary & Benefits

This is a part-time non-exempt position with flexible hours dependent on seasonal programming up to 20 hours per week on average and a starting pay of $12.00 – $16.00 per hour depending on qualifications. Employment also includes a complimentary fitness membership.

How to Apply

Candidates should submit a City application, resume, and cover letter to the Human Resources Department, electronically or in person, by December 17, 2021 or until position is filled.

City of Walker
Human Resource Dept
4243 Remembrance Rd NW
Grand Rapids MI 49534

or sbales@walker.city

A complete job description is available at www.walker.city

The City of Walker is an Equal Opportunity Employer.

Posted: November 22, 2021