



Quality Recreational Programs

989-791-9860 • Fax 989-399-1106 3320 N. Center Rd. • Saginaw, MI 48603

SAGINAW CHARTER TOWNSHIP **JOB OPPORTUNITY ANNOUNCEMENT**

Saginaw Charter Township is seeking a qualified candidate for the following part-time position:

Title: Recreation Program Facilitator

Salary Range: \$11.39 - \$15.38 / hr.

Hours: 25 - 28 hours per week

Essential Job Functions:

- Help design and implement new programs/activities.
- Works extensively with youth recreation programs.
- Sets and organizes special events and summer camps.
- Assists in pursuing opportunities available to fund various programs, including grants, donations, endowments and other potential sources.
- Assists in securing instructors and coordinating volunteers to teach or monitor activities being offered.
- Assists in office administration including participant registrations, notifications, promotions, answering telephones and other tasks.
- Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- High School diploma supplemented with experience and/or college courses in recreational programming.
- One year of experience in youth/adult instructional or enrichment-related events planning and implementation.
- Good knowledge of the principles and practices of community and youth recreation programming.
- Skill in planning, administering, and participating in a broad range of recreational and social activities.
- Strong written and verbal communication skills. Working knowledge of computer based utility software such as MS Word and Excel.
- Ability to work effectively under stress and changes in work priorities.

Submit Applications/Resumes by February 16, 2018 to:

Saginaw Charter Township
Attn: Linda Buska, Recreation Manager
3320 N. Center Rd.
Saginaw, MI 48603

recreation@saginawtownship.net