



JOB OPENING

JOB TITLE	Recreation Specialist
POSTING DATE	December 13, 2024
CLOSING DATE	Open Until Filled
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYMENT STATUS	Part-time/Temporary
START DATE & WORK SCHEDULE	Starting 3/1/25 & Ending 8/31/25 8:00 am-4:00 pm, Monday-Friday. Hours may shift earlier or later on occasion.
PAY RATE	\$25.00
PREVIOUS WORK EXPERIENCE	One year of experience or more in recreation programming, management, communications, and events.
EDUCATION:	Bachelor's degree in Recreation, related field or equivalent.
SPECIAL SKILLS & TRAINING	Proficient in RecTrac. Excellent oral and written skills; must be able to communicate effectively with the public and other employees. Knowledge of and proficiency with computers and software such as Word and Excel. Outstanding customer service for extensive contact with the public.
BASIC RESPONSIBILITIES	Plan, organize, and implement Summer Camps for Ages 4-16 and Birthday Parties for all ages. Manage, hire, and schedule part-time staff and seasonal staff. Schedule and implement programs and space use in multiple facilities both on and off-site. Order and track supplies. Stay within budget limitations.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road, Farmington Hills, MI 48336). Please email the completed application and supporting documents in .pdf form to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER