



City of Lakeside Park

Recreation Director

Recreation Directors promote the programs under their control through an active community relations campaign. They arrange for advertising of programs, as needed, and maintain constant community engagement.

Qualifications

- **Must be willing to work flexible hours, remote workability and weekends based on activity requirements;**
- **Must be 18 years of age with valid driver's license;**
- **Knowledge of Microsoft products such as Word, Excel, Outlook and Teams;**
- **Working knowledge of social media such as; Facebook, Twitter and Instagram;**
- **Good verbal and written communication**

Responsibilities

- **Coordinating all recreation activities for the City of Lakeside Park;**
- **Coordinating all volunteer members of the Recreation Department;**
- **Publicizing all recreational activities planned in an economical manner;**
- **Developing and implementing recreational activities for all residents of Lakeside Park, including activities for children, teens, adults, senior citizens and families;**
- **Inform all residents in a timely manner of scheduled events;**
- **Developing and implementing recreational activities within the annual budget adopted by the City of Lakeside Park;**
- **Providing a regular accounting report of the Recreation activities;**
- **Regularly reporting to the Mayor and City Council regarding the recreational activities developed, planned and held for the benefit of the residents;**
- **Attend scheduled meetings of the Recreation Committee; and**
- **Other duties concerning recreation as determined by the Mayor and Council, and have all powers and duties incidental and necessary to performed as the Recreation Director.**

Position is part-time with flexible hours based on project requirements.

Salary negotiable based on experience.

Email resume to lspclerk@cityoflakesidepark.com by March 31, 2023.