



ANCHOR BAY SCHOOL DISTRICT

Human Resources Department

5201 County Line Rd Suite 100 Casco Twp. MI 48064

Phone: (586) 725-2861 Fax: (586) 727-9059

NOTICE OF VACANCY

Position: Recreation Coordinator

Location: District wide

Schedule: 12 Months, flexible schedule, including weekends and evenings, as necessary

Salary: based on education and experience

Position Summary:

To provide overall leadership and coordination of recreation opportunities and community recreation and to facilitate programs which provide worthwhile learning experiences through athletic participation.

To develop and manage all aspects of recreation programs in baseball, softball, basketball, football and volleyball, in conjunction with the K-12 scholastic athletic program.

Principal Duties and Responsibilities

- Create, direct and implement fee-based recreational programs as warranted;
- Observe and evaluate all recreation programs and personnel;
- Create and implement a marketing plan for the district recreation program;
- Responsible for the safety and administration of the school plant used by the recreation program;
- Responsible for training, scheduling and supervising part-time and seasonal recreation program staff;
- Evaluate assigned staff and recommend removal of those whose work is unsatisfactory according to established procedures;
- Serves as a liaison to AYSO, Little league, AAU and federation youth athletic programs;
- Communicate regularly with the Athletic Director and Maintenance Supervisor. Communicate with High School Principal, Director of Secondary Education, and Director of Elementary Education as needed to facilitate school district and community recreation opportunities;
- Ability to manage all financial aspects of these programs, including budget forecasting;
- Other duties as assigned by the Athletic Director and Maintenance Supervisor.

Qualifications:

Degree in Parks and Recreation or Sports Management is strongly preferred.

Demonstrated knowledge and ability to oversee the overall operation of a recreation program is essential.

Apply online by March 23, 2018 www.anchorbay.misd.net

Attach resume and letter(s) of recommendation