



# Recreation Coordinator

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## Outdoor Recreation

Human Resources Office  
207 Lafayette  
PO Box 378  
Winona, MN 55987

Phone: 507/457-8234  
Fax: 507/457-8293  
[www.cityofwinona.com](http://www.cityofwinona.com)  
e-mail: [hr@ci.winona.mn.us](mailto:hr@ci.winona.mn.us)

**APPLICATION DEADLINE:** Received by June 22, 2017 by 3:00 PM

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**ANNUAL STARTING WAGE:** \$52,381.83

### **JOB SUMMARY:**

Professional position will oversee details of outdoor recreation development that include: assisting with comprehensive plan; coordinating menu of outdoor related programs; developing and writing grant proposals; developing outdoor recreation events including hiking, ice climbing, road/trail running, road/mountain biking, river routes, rock climbing, snowshoeing; trail planning & implementation; leading natural resources education, prevention, protection, and control efforts relating to terrestrial invasive species.

### **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

#### Education

Four-year Bachelor's Degree in Park and Recreation or related field

#### Experience

Two (2) years of recreation center management and program development or related experience

#### Trainings, Certificates, and Licenses

- Possess a driver's license valid in the state of Minnesota
- Possess a First Aid/CPR and concussion certification

### **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

#### Trainings, Certificates, and Licenses

- Recreational programming and staff supervision experience
- Experience operating an aquatic facility

The City of Winona is an Equal Opportunity/Affirmative Action employer. The City considers candidates regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, disability or veteran status.

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The full job description is posted on the City website in the Job Opportunities section of the Human Resources page. A copy may also be obtained from the Human Resources office.

#### **TO BE CONSIDERED FOR THIS POSITION, THE FOLLOWING MUST BE SUBMITTED:**

- City of Winona Employment Application
- Supplemental Questionnaire
- Cover letter and resume

#### **SUBMISSION OF INTEREST**

- Online forms and upload instructions available at [www.cityofwinona.com](http://www.cityofwinona.com)
- Paper forms may be requested by:
  - Email: [hr@ci.winona.mn.us](mailto:hr@ci.winona.mn.us); or
  - Phone: 507-457-8234; or
  - In person at City Hall, Human Resources Office, 207 Lafayette, Winona, MN 55987

#### **EXAMINATIONS:**

1. Qualifications Rating - Pass/Fail  
Must meet minimum requirements listed
2. Assessment of Application, Supplemental Questionnaire, Cover Letter and Resume
3. Scenario Test and Panel Interview

#### **EXAMINATION INFORMATION:**

Applicant must pass each examination in order to proceed to the next step.

#### **RESULTS OF EXAMINATION:**

- Candidates will be notified by mail, e-mail or phone of the final results within approximately 20 days of taking the examinations.

#### **APPLICATION INFORMATION:**

- If you are an eligible military veteran and wish to claim Veteran's Preference, you must complete the Veteran's Preference section of the application.
- Driver's license and/or criminal history checks will be conducted for all positions
- Medical physical may be required
- Pre-employment drug screenings are required for all positions

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