



City of Woodruff Parks & Recreation Maintenance & Event Coordinator

Category: Parks/Recreation

Position hours: Full Time

Job Duties:

- Coordinates, recruits, promotes, schedules recreation events, has oversight of budget expenditures and works with the City Manager on capital improvement projects.
- Performs some outside maintenance to McKinney Park such as grass cutting, field prep, and general maintenance to the park and athletic fields.
- Oversees staff performance and sets staff schedule for part time employees. Coordinates and works with City staff for special events throughout the year.
- Plans, coordinates, and implements all public events such as the summer concert series, annual Easter, Halloween and Christmas events.
- Works with other city departments to carry out necessary functions of the city.

Qualifications:

- Valid Class D SC Driver's License.
- Any combination of education or experience is accepted.
- Must possess moderate computer skills and be proficient in Microsoft Office.
- Experience in park and recreation is preferred but not required. Must be able to lift 75 pounds and work outside year-round.
- Experience in planning events is preferred.

Pay info: Pay is dependent upon qualifications. The City of Woodruff offers an excellent benefit package.

How to apply: Applications are available on www.cityofwoodruff.com or at Woodruff City Hall. Please mail or email a copy of a letter of interest, resume, and complete application to Attn: Lee Bailey City Manager P.O. Box 1389 Woodruff, SC 29388 or Lbailey@cityofwoodruff.com. The City of Woodruff is a EOE employer. **Deadline:** Open until filled.