Job Announcement
Parks and Recreation Coordinator

The City of Dardenne Prairie, Missouri is currently accepting applications for the position of Parks and Recreation Coordinator. This is a full-time position within the Parks & Recreation Department. Pay range: approx. $35,000, plus benefits (medical, dental, vision, LAGERS). The City of Dardenne Prairie is an equal opportunity employer.

Job Description: Responsible for the planning, promotion and execution of community special events, senior programming and youth baseball leagues.

Duties Include:

• Organize special events, including but not limited to: Prairie Day, Salvation Army Tree Lighting, Easter Egg Hunt, Summer Concert and Movie Series
• Organize and host monthly programs for seniors
• Oversee registration and scheduling of youth baseball leagues and coordination with umpires under contract to the city
• In conjunction with city staff, oversee operation of concession stand food & beverage services by one or more contractors
• Handle reservations of field space, pavilions and meeting rooms through the ACTIVENET reservation system
• Create and produce flyers, brochures, press releases, etc. detailing program and special event information
• Handle advertising for events through various media outlets
• Solicit sponsors’ support of various events
• Recruit, train, and supervise volunteers, seasonal staff, and others to assist with events
• Manage budget for recreational events
• Maintain good relations with patrons, public, and city staff
• Other duties as assigned

Preferred Qualifications: Bachelor’s Degree in parks and recreation, sports management, or closely related field. Minimum of 2 years recreation programming/event planning experience and demonstrated knowledge of customer service, public relations, and marketing. Will consider greater experience in lieu of a degree.

Desired Additional Qualifications: CPR/First Aid; Certified Parks and Recreation Professional Certification (CPRP), knowledge and experience with ACTIVE NET reservation software.

Cover letter and resume accepted until November 20, 2015.

To Apply: Contact Mayor David Zucker; mayorzucker@dardenneprairie.org; 636-755-5306