

## **NOTICE OF JOB OPENING**

**POSITION: Recreation Coordinator**

**UNCLASSIFIED/HOURLY**

**Hourly Rate: \$13.95 to \$15.40 DOE**

**This is a full-time position with benefits including enrollment in the Public Employees Retirement System, health, dental & vision insurance and sick & annual leave accruals.**

Opening Date for all Applicants: Monday, March 20, 2017

Closing Date for all Applicants: Monday, April 3, 2017

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### **JOB DUTIES**

This is an appointed position that will serve under the Board of Mineral County Commissioners to perform administrative/supervisory responsibilities for this County department. The Coordinator will be responsible for the planning and organizing of sports & recreation programs and activities. May also be required to prepare grant applications and administer grants as directed by the Board of Mineral County Commissioners.

### **QUALIFICATIONS**

1. Must be at least 18 years of age.
2. High School Diploma or equivalent.
3. Bachelor's or Associates Degree in Parks & Recreation (or related field) or a combination of education & training is preferred.
4. Three (3) to Five (5) yrs experience directly related to recreation activities.
5. At least one (1) year experience in an administrative/supervisory capacity.
6. Must possess and maintain a current Nevada Driver's License.
7. Must possess effective communication skills: both oral & written.

Applications are available at the Mineral County Courthouse, 105 South A Street, Hawthorne, NV 89415 or visit our website at [mineralcountynv.us](http://mineralcountynv.us). Please submit completed application to the **MINERAL COUNTY RECORDER-AUDITOR'S OFFICE**, 105 South A Street, Suite 2, Hawthorne, NV 89415, or call (775) 945-3676 or email [recorderauditor@mineralcountynv.org](mailto:recorderauditor@mineralcountynv.org) for more information.

**Mineral County will require successful applicants for all positions who are offered employment to consent to a pre-employment drug screen.**

**This position is also subject to a background check.**

**Mineral County is an Equal Opportunity Employer.**

**Accommodations for disabled applicants can be arranged by calling the Office of the Recorder/Auditor (775) 945-3676.**

**Mineral County is a Drug and Alcohol Free Workplace.**