

The City of Wray has a full-time position opening for its Recreation Director. This position is exempt, will report directly to the City Manager and assume delegated responsibility and projects. The general purpose of this position is to perform administrative, supervisory and professional work in the planning, development, and operation of a comprehensive public recreation program for the community of Wray. Primary responsibilities may be, but are not limited to

- Planning and managing a citywide recreation program including athletic leagues, instructional programs, day camps, child development programs, and special events
- Researching, coordinating, writing, and presenting grants on behalf of the recreation department of the City of Wray
- Representing the City and attending meetings in the region to promote the City and its programs.
- Attend City Council meetings to report on programs and grants.
- Oversee the budget and maintain operations in each of the recreation programs of the recreation department
- Oversee the budget and maintain operations at the Aquatic Center during the summer
- Provide supervision, oversight, and assistance to the full time and part time recreation personnel employed by the City.

A Bachelors Degree in recreation administration, physical education, or a closely related field and two (2) years experience in supervising recreation programs, or any equivalent combination of education and experience is desired. Experience working for and reporting to volunteer boards a plus. Successful applicant must possess a valid Colorado driver's license and be willing to use his/her personal vehicle for work purposes. Beginning salary range \$24,000 to \$28,000 DOQ.

Successful applicant should enjoy working with others, working as a team, and working with the public. Must be self-motivated and organized. Verbal and written communication skills are a plus. Ability to work irregularly scheduled hours and some weekends desired.

Resumes and salary request information will be accepted until the position is filled. The City of Wray is an Equal Opportunity employer. Please send replies to The City of Wray, PO Box 35, Wray, CO 80758. Questions please call 970-332-4431 and ask for Stan.