



Recreation Department

RECREATION COMMUNITY SPECIALIST

SALARY RANGE: \$21,614 – 38,421

The City of Isle of Palms is accepting applications for the full time position of Recreation Community Specialist. This position is under direct supervision of the Recreation Director and will assist in planning, developing, coordinating and directing the building operations, activities and other function of the Recreation staff and is responsible for updating and servicing the information center, communicating with other departments and the public, greeting residents and visitors, attending to inquiries made by phone or in person and taking detailed messages for Recreation staff when unavailable. Applicant must have a good knowledge of parks, facility scheduling and marketing and also have the ability to communicate effectively both orally and in writing. Applicant must be able to work accurately and neatly with good organizational skills and able to work without supervision.

Applicant must possess a High school diploma and two years recreation department experience may be substituted for college degree. A basic understanding of computers, telephone systems and various office machines and equipment is required. Must acquire and maintain certifications in first aid and CPR within six months of date of hire.

All prospective employees must pass a criminal background check and possess a valid SC Driver's License.

Submit application and resume to Janice Ladd, City of Isle of Palms, PO Drawer 508, Isle of Palms, SC 29451 or apply on-line at <https://www.iop.net/employment-opportunities>. Fill out the Online Application for Employment form.

**EOE**

Applications accepted until filled