

EMPLOYMENT NOTICE

RECREATION PROGRAM COORDINATOR

PARKS AND RECREATION DEPARTMENT

The City of Paris is accepting applications for the **full-time** position of **Recreation Program Coordinator** in the **Paris Parks and Recreation Department**.

Applications are being accepted until:

Thursday, April 10th, 2025, at 5:30 p.m.

Applications and a full job description may be obtained at:

www.paristn.gov

or

*City of Paris Business Office
100 North Caldwell Street
Paris, Tennessee, 38242*

Desirable Training and Experience

Graduation from an accredited college or university with major emphasis in Recreation Administration or Physical Education. Bachelor's Degree required with customer service or related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skill, and abilities for this position.

Must be knowledgeable in recreational sports, computer knowledge and be able to use recreational software to access online reservation system for rentals and programming. Must be willing to work flexible hours.

The City of Paris is an equal opportunity employer.

Persons needing special accommodations due to disability may contact the Paris City Hall at 731-641-1402.

Kim Foster, City Manager
City of Paris