



Program Coordinator

Parks & Recreation

City of Miami Gardens, FL. (107,000)

Opening Date: 06/03/10

Deadline Date: 06/18/10; or until filled

Salary: \$34,346 to \$42,933 DOQ

Nature of Work:

Employees in this class are responsible for planning, organizing and implementing instructional programs such as, out of school activities for school age children and teens, special events, athletics for all ages, and adult and senior recreational activities. Prepare and maintain files, records and reports including grant tracking and reporting. Supervision is received from Community Center Manager.

Minimum requirements:

Graduation from an accredited college or university with a Bachelors Degree in Recreation, Leisure Services or related field, supplemented by 2 years of full time paid experience in organized recreation work; or any equivalent combination or education, training and experience. Must possess a valid Florida Driver's License. First Aid and CPR certification preferred.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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