

Recreation Specialist

JOB SUMMARY

Under the general supervision of the Director of Parks & Recreation, the Recreation Specialist performs facility and equipment maintenance while helping plan, direct, supervise, and administer park and recreation programs. Work occurs at the civic center, parks, and swimming pool. This is a full-time position that includes evenings and weekends.

CITY OF LEWISTOWN

305 W Watson
Lewistown, MT

cityoflewistown.com



JOB RESPONSIBILITIES

- Perform janitorial and maintenance duties (sweeping, mopping, window washing, snow removal, mowing, etc.)
- Conduct minor repairs (carpentry, plumbing, painting, electrical, and heating system operation)
- Help coordinate and supervise sports and recreation programs
- Collect fees, enroll participants, open/close facilities, and assign rooms
- Promote programs to the public and provide information
- Apply minor first aid, handle emergencies, and maintain inventory of supplies/equipment
- May supervise seasonal and volunteer workers
- Other duties as assigned

JOB SKILLS AND QUALIFICATIONS

- High School diploma or equivalent
- One year of experience in maintenance or public service
- Valid driver's license
- Ability to obtain a low-pressure boiler license
- Moderate to strenuous physical ability (lift 50+ lbs with assistance, bend, stoop, climb, crawl, push, pull)
- Good finger dexterity, close/distance vision, and basic computer skills
- Strong public contact and communication skills

PAY AND BENEFITS:

\$18.54/hour

The City of Lewistown offers both comparable and competitive wages, comprehensive benefits and programs, and diverse learning opportunities.

HOW TO APPLY:

Applications are online at
cityoflewistown.com

Submit to City of Lewistown
Attention: Human Resources
cityoffice@ci.lewistown.mt.us